Recruitment & Engagement Coordinator

20 hours per week

Reports To:
Stephen Chanderbhan, PhD, co-director of the Be the Light Youth Theology Institute
Darby Ratliff, M.S., co-director

General Description:
The Recruitment and Engagement Coordinator assists with projects and tasks associated with the Be The Light Youth Theology Institute. The Be The Light Youth Theology Institute at Canisius will consist of a seven-day residential experience for between 15 and 25 high school students during the summer. The purpose of the institute is to provide high school youth with opportunities to (1) explore in-depth sacred scriptures and theological traditions and examine the moral and ethical dimensions of contemporary challenges; (2) draw on the wisdom of their religious tradition as they make decisions about their futures; and (3) consider vocations in full-time ministry and religious leadership.

Duties and Responsibilities:
● Assist with the coordination of details for vendors, participants and instructors of the Institute and ensure all information is communicated to constituents in a clear and timely manner
● Develop knowledge regarding the Be the Light Institute and serve as a clearinghouse for Institute-related inquiries
● Manage the Institute webpages
● Draft informational pieces for director’s review and proofread documents for accuracy
● Review and prioritize applications for the Institute and communicate acceptance/declination to applicants.
● Help compile information for annual report on the institute.
● Attend the Ignatian Family Teach-In for Justice and Lilly Foundation annual meeting
● Assist with sustainability efforts to ensure Be the Light’s continuance post-2019
● Plan leadership retreat
● Coordinate assessment and follow-up activities from the retreat
● Curate online education modules to continue justice education post-BTLI
● Research and collect information for various special projects as needed
● Other duties as assigned.

Qualifications:
● Bachelor’s degree is required
● Must be matriculated into one of Canisius’ master’s programs
● Self-starter who can work in a team environment
● Excellent oral and written communication skills
● Excellent interpersonal skills that enable him/her to work with diverse groups
● Exceptional time management and organizational skills that enable him/her to multi-task and meet deadlines
● Strong computer skills that include knowledge of Microsoft Office
● Experience in event planning is preferred
● Experience in management or leadership positions is preferred

Compensation:
● Full tuition waiver during Spring 2020 and Spring 2021 semesters with potential for extension

Terms of Employment:
Approximately 20 hours per week during Fall 2020 and Spring 2021 semesters with potential for extension