

Collegiate Church Corporation
Intersections International

REQUISITION: INT-2019-PA
JOB TITLE: Program & Administrative Associate
JOB TYPE: Regular, Full Time
FLSA STATUS: Non-exempt, 35 hours per week
REPORTS TO: Chief Ethics Officer/Justice, Advocacy and Civic Engagement Manager
LOCATION: Intersections

Intersections International is looking for a creative, passionate individual to join our team as the Program & Administrative Associate. This individual will work closely with the Intersections' team to ensure the smooth coordination and execution of the organization's many innovative and socially relevant programs.

OUR MISSION

Intersections International is dedicated to building respectful relationships among diverse individuals and communities to forge common ground and develop strategies that promote justice, reconciliation and peace. Founded in 2007, Intersections is a multi-faith, multi-cultural, global social justice ministry of the Collegiate Church of New York, the oldest corporation in North America, dating back to 1628. We use our deep roots to take the long view of social transformation. For more information visit us at www.intersections.org.

OUR VISION

At Intersections International, which has consultative status at the United Nations (U.N.), we envision a time when our distinct identities no longer incite division, discrimination, destruction and despair. We envision a world – united in diversity, where human differences serve to advance connection, equality, respect and social protection for all people. This includes historically marginalized groups such as women, children and the elderly; people with different physical abilities; all people of color; immigrants; refugees; persons who are lesbian, gay, bi-sexual, transgender, queer, intersex and asexual; indigenous and first people; and Latina, Latino, Latinx and Hispanic people.

POSITION SUMMARY

Under the direction of the Chief Ethics Officer/Justice, Advocacy and Civic Engagement Manager, the Program and Administrative Associate will provide programmatic and administrative support to all of Intersections' justice efforts which include long-term, multi-partner international projects and Intersections LGBT-affirming program *Believe Out Loud*.

Program Duties

- Conduct academic and logistical research for projects, program development, publications and grant applications.
- Provide memos and summaries to Chief Ethics Officer/Justice, Advocacy and Civic Engagement Manager.
- Draft texts for program materials, grant applications and promotional items.

- Review, edit and post blogs and other creative content to the Intersections and Believe Out Loud websites.
- Assist Chief Ethics Officer/Justice, Advocacy and Civic Engagement Manager with content creation projects for the organization's online platforms.
- Assist Chief Ethics Officer/Justice, Advocacy and Civic Engagement Manager in managing relationships with partners, nonprofits, individuals and other entities with whom Intersections collaborates.
- Assist Chief Ethics Officer/Justice, Advocacy and Civic Engagement Manager with researching options to improve the organization's technical solutions and online strategy.

Administrative Duties

- Perform administrative duties such as scheduling meetings and calls; composing letters, emails and other correspondence; making copies.
- Assist Chief Ethics Officer/Justice Advocacy and Civic Engagement Manager with all organizational and logistical aspects of project and event planning. This includes coordinating with partners, making travel arrangements, ordering supplies, assisting with budget creation and assembling all necessary materials.
- Assist Chief Ethics Officer/Justice Advocacy and Civic Engagement Manager with planning and coordinating internal staff meetings, workshops and other activities.

Qualifications

- Bachelor's Degree is required.
- Experience with faith-based organizations is a plus.
- Commitment to social justice work is required.
- Must show interest in and understanding of various issues of discrimination in a domestic and international context.
- Must show interest in and general understanding of issues at the intersection of LGBT identity and religion.
- Excellent writing and communication skills are required.
- Must be highly detail-oriented, organized and able to work well on deadline.
- Must be self-directed and able to take on and handle tasks independently.
- Must have excellent interpersonal skills. This includes the ability to establish rapport and build relationships with people of diverse backgrounds and the ability to represent the organization in various contexts.
- Ideal candidates enjoy intellectual challenges, welcome opportunities to show initiative, take ownership and contribute substantively, and thrive in a fast-paced, social justice driven environment.

Salary and Benefits

Salary is competitive. Comprehensive benefits include medical, dental and ancillary benefits; vacations and holidays; life insurance; flexible spending pre-tax plans and commuter pre-tax benefits.

Working Conditions

The position is situated in an open workspace environment. The work week is 35 hours per a 5-day work week, 7 hours a day. Overtime work in the evening or on weekends may be

occasionally required to attend and provide support at events, conferences, humanitarian relief tasks and trips. Occasional travel may be required. Occasionally may be required to lift moderately heavy objects (up to 25 pounds) during the course of the workday.

To Apply

Submit a cover letter, resume and writing sample to Stephanie Chestnut at schestnut@collegiatechurch.org. In the subject line reference **“Intersections Submission.”** Only those candidates selected for an interview will be contacted. **No phone calls.** Please note that offers of employment are contingent upon the successful passing of background checks.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

Collegiate Church Corporation is an Equal Opportunity Employer.