



DARTMOUTH

Title: Interfaith Advisor (Program Manager)

Department: William Jewett Tucker Center for Spiritual and Ethical Living, Dartmouth College

Position Number: 1128130

Hiring Range: \$68,000-\$84,900

Reports To: Chaplain and Director of the William Jewett Tucker Center

Apply here: <https://searchjobs.dartmouth.edu/postings/77577>

Position Purpose

To implement, manage, and expand a portfolio of the Center's interfaith and other programming focused on building connections and understanding across identities and engaging in dialogue on issues of meaning and purpose that will make a profound difference on campus and beyond.

The position includes program management, program development, curriculum-building, event/trip planning, and student advising. The Interfaith Advisor will work closely with the Center's Director to support the design and development of additional programming that deepens student learning and increases the diversity of Dartmouth students involved. The position requires a candidate with deep commitment to interfaith programming, a collaborative work style, strong execution and program oversight skills, and the capacity to serve as an inspiring role model and mentor to Dartmouth students.

Key Accountabilities

- Effectively develops and manages student engagement and educational programming related to interfaith and developing meaning and purpose, taking into account learning outcomes, program logistics, record keeping, budget management and assessment. (40%)
- Oversees, advises, and attends current multi-faith programming, including (but not limited to) termly Interfaith Dinner Conversations, Tucker's Immersion Spring Break Trip, and summer programming. (25%)
- Develops new programming to attract more student participation and deepen a sense of meaning and purpose as well as religious and secular worldview literacy and appreciation. (10%)
- In collaboration with other Tucker staff, recruits, hires, orients and advises Dartmouth student leaders and program participants. (10%)
- Under the Director and Chaplain, develops collaborative relationships and other joint programming with centers and entities on campus. (10%)
- Performs other duties as required. (5%)

Minimum Qualifications

Education

- Bachelor's Degree
- Graduate degree or experience in related field preferred

Skills & Knowledge

- Deep understanding and appreciation for interfaith engagement and programming
- Strong organizational skills and ability to plan and prioritize work independently
- Experience in project management
- Proven ability to effectively advise and train students
- Ability to collaborate and work in teams
- Demonstrated support of diverse religious, ethnic, racial, gender, sexuality, socio-economic and cultural perspectives and practices
- Experience in a higher education environment and student programming or the equivalent.
- Commitment to diversity and to serving the needs of a diverse community.

Education

- Bachelor's Degree required.

Experience

- Three years' experience in a higher education environment and student programming or the equivalent

Preferred Qualifications

- Graduate degree in a related field
- History of working within an interfaith organization
- History of involvement in planning and executing immersion trips