

Conference of Major Superiors of Men Position Description

Title: Program Coordinator

Supervisor: Director of Programs

Time: Full-time, benefited

Responsibilities

1. Provide support to the Director of Programs and other staff members in the production of programs, including work plans, budgets, and reports. Schedule travel, coordinate resources, and evaluate programs.
2. Support communications to program participants on CMSM programs and events. Serve as a point of contact for events and establish and maintain a working relationship with vendors and members as appropriate.
3. Administer events, including webinars and in-person sessions.
4. Serve as a member of the CMSM team, supporting the office and working collaboratively with other staff members.

Skills

- Significant administrative and organizational skills.
- Excellent written and verbal communication skills.
- Knowledge of the Catholic Church. Knowledge of Catholic religious life preferred.
- Foreign language skills not necessary but helpful.
- General competency in Microsoft Office and Google Workspace preferred.
- Experience with Zoom, social media, Wordpress, and video editing helpful but not required

Salary and Benefits

- Salary \$50-\$55k
- Full coverage of healthcare premium
- Generous retirement plan
- 20 days of vacation annually, plus all federal holidays and additional holidays around Easter and Christmas, and generous sick and family leave
- Hybrid work environment

To Apply

- Please send a cover letter and resume to Dr. David Rohrer Budiash at drohrerbudiash@cmsm.org.