

**Program Engagement Coordinator (F/T)**  
**Fellowships at Auschwitz for the Study of Professional Ethics**  
[www.faspe-ethics.org](http://www.faspe-ethics.org)

**Who we Are**

FASPE is looking to hire a full-time Program Engagement Coordinator. This position serves the entire staff of FASPE, working interdepartmentally and reports to the Program Director. The Program Engagement Coordinator has key responsibilities to support the advancement of alumni programming and other FASPE programs as directed.

This is a hybrid position with in-person presence 2 days per week in an office in New York City. Candidates living in the Tri-State area preferred; open to discussion if living in the Northeast Corridor.

The Fellowships at Auschwitz for the Study of Professional Ethics (FASPE) teaches professional ethics through a unique historical lens. FASPE's signature program, our Fellowships, provides law, medical, business, journalism, seminary, and design and technology Fellows a structured program of study that initially focuses on the role of their chosen professions in Nazi Germany and the Holocaust; and then uses that historic focus as a framework for the consideration of contemporary ethical issues.

**Our Future**

As we consider FASPE's future and its growth, we believe that we have an increasingly important role to play in addressing current ethical challenges in the professions that are arising from the dual forces of globalization and rapidly changing technologies.

Our future will include institutional and programmatic expansion as well as growth that comes from the power of our fellows and our alumni.

FASPE's greatest resource for the future lies with our Fellows. There are over 800 FASPE alumni Fellows. As our Fellows progress in their careers they bring with them a heightened sensitivity to the ethical issues in their fields and a deep commitment to addressing them. FASPE engages with its Fellows by providing them with the forums for sharing, collaborating and advising on matters that affect them and their professions. Over time, Fellows will increase their contributions to and impact on their professional and civic communities.

The Program Engagement Coordinator is critical in supporting our alumni and supporting their ongoing professional development. The Engagement Coordinator will be instrumental in helping to build programming and ongoing connection for the alumni with FASPE.

### **Responsibilities:**

- Assist with the coordination of and provide support for all alumni activities including: events, database usage, the alumni trip and reunion, recruitment and fundraising, including providing logistical support and conducting outreach and follow-up with alumni volunteers
- Supports all recruiting activities including: identifying new avenues for outreach and strategies for recruitment for our 6 fellowship programs; conducting internet research on current and new contacts and establishing connections to contacts via phone and email; Coordinating and scheduling meetings; preparing and formatting documents
- Design and create ongoing communication for programming engagement including social media posts, email campaigns as well as direct relationship building with stakeholders to encourage participation in programs.
- Supports the planning of fundraising events, including the annual dinner
- Supports all departments with internet research, compiling information, etc.
- Assists in administrative activities providing support across departments and functions including: scheduling and coordinating meetings; creating and developing visual presentations and assisting in general correspondence, memos, charts, etc.; and managing printing, shipping, mass mailings and e-mailings.
- Works independently and within a team on special non-recurring and other on-going projects.
- Remain relevant and up to date with all program related social media, engagement, and communications. This includes being proactive in creating content and helping to increase engagement, visibility of programs and general interaction with FASPE and its programs.
- Other related responsibilities as assigned.

### **Requirements:**

- Bachelor's degree.
- Superb organizational and communication skills.
- Excellent computer skills – knowledge of MS Word, Google Docs, PowerPoint, Excel, Outlook, Zoom, Mailchimp.
- Strong communication who excels with writing, social media and engagement
- Strong work ethic with a healthy respect for meeting deadlines
- Strategic thinker with a creative mindset
- Meticulous attention to detail
- Ability to multitask
- Works well independently and as part of a team
- Ability to travel and work occasional nights and weekends.

**Compensation and Benefits:**

Compensation is commensurate upon experience and is within the range of \$50k - \$65K.

Compensation for the role includes an annual salary commensurate with experience and an excellent package of benefits: generous paid holidays and paid time off; wide choice of medical, vision, dental; 401K.

**To Apply:**

Interested applicants should send a c.v. and statement of interest describing your fit for the role to [hr@faspe-ethics.org](mailto:hr@faspe-ethics.org). No phone calls or snail mail please. Not all applicants will be contacted. This position is open on a rolling basis until filled.

FASPE is a non-faith based 501(c)(3) organization and an equal opportunity employer.