



# The Chaplaincy Institute

*An Interfaith Seminary & Community*

## Communications and Office Manager Job Description

**Purpose:** Oversee all aspects of marketing and communications to exceed the goals of the organization to enroll more students, provide quality programming, increase funding, and to build community. Manage and provide administrative support to the office.

### Responsibilities

**Communications** - With Marketing and Communications Board Chair, develop, implement, and evaluate annual marketing and communications plans to achieve goals. Manage website, coordinate monthly newsletter and electronic messages, manage and post to social media sites. Produce program, promotional and business materials. Produce, edit and post videos. Keep style guide up to date, ensure brand consistency. Manage ChI branded merchandise. Coordinate presence at promotional events. Manage Google AdWords campaigns and analytics. Coordinate direct mail and public relations. Coordinate mailings, prepare and distribute student materials.

**Office Management** - Manage Salesforce Database, Dropbox file server and email accounts. Procure and coordinate office furnishings, equipment and space. Purchase and organize all materials and supplies. Manage internet and phone service and computer network. Serve as receptionist. Manage volunteers and students to assist, as needed.

### Qualifications

Served as Communications Manager with similar responsibilities for minimum 3 years. Has served as Office Manager for 2 or more years.

Passionate, compellingly, and articulate communicator. Excellent interpersonal, verbal and written communication skills, including the ability to interact with diverse populations. A strong attention to detail, organizational skills, ability to follow through in a timely way, with a creative and resourceful nature. Likes systems and processes. Self-motivated. Demonstrated ability to work effectively both independently and as part of a team. Manager of multiple projects simultaneously and easefully. Ability to adapt to changing priorities. Strong time management skills. High level of customer service acumen. Project management experience.

Experience designing and producing print materials and publications, editing websites, and interacting with social media sites. Knowledge of google AdWords and analytics. Some video production experience. Salesforce database, vertical response, and Microsoft office software experience absolutely necessary. Familiarity with Dropbox preferred.

**Position Details :** Full-time exempt position, 5 days and 35 hours per week. Office hours, M-F, 9 am to 5 pm, based in Berkeley office. Paid time off benefits. ChI tuition benefits. Reports to the Executive Director.

**Application Process:** Send cover letter, resume/CV, and salary history to: Vicki Weiland, Executive Director – [vicki@chaplainsinstitute.org](mailto:vicki@chaplainsinstitute.org)

### **About The Chaplaincy Institute**

The Chaplaincy Institute's (ChI's) **vision** is for a just world that honors the sacred connection of all. Our **mission** is to inspire and educate for innovative Interfaith service and spiritual care to heal and transform the world. Our **guiding principles** commit us to fostering health in body, heart, mind and spirit, furthering interfaith awareness, dialogue and cooperation, fostering the evolution of consciousness, both individual and collective, honoring soul as source of revelation, embracing awareness of our connection with each other, our world, and the Divine, and supporting sustainable practices for self-care, community-care, and global-care. ChI is committed to workplace diversity and inclusion. We are an equal opportunity employer and do not discriminate in hiring or employment on the basis of race, color, religion, national origin, gender, marital status, sexual orientation, age, disability, veteran status, or any other characteristic protected by the federal, state or local law.

For further information about ChI, please visit [www.chaplainsinstitute.org](http://www.chaplainsinstitute.org)