

Lumen Christi Institute Job Description

Title: Coordinator for National Programs and Partnerships
Reports to: Senior Associate Director
Start Date: Immediately
Status: Full-Time (Exempt), Benefits Eligible

The Lumen Christi Institute (LCI) seeks a Coordinator for National Programs and Partnerships to join its growing team of young professionals and academics. The Institute's mission is to make the Catholic intellectual tradition a vital part of the culture of today's university.

The Lumen Christi Institute was founded at the University of Chicago in 1997, inspired by a common vision articulated by professors and academics at the University. The institute's innovative approach engages the university community in dialogue about the Catholic intellectual tradition through high-quality programming that includes lectures, conferences, summer seminars, masterclasses, webinars, and non-credit courses — some of them ecumenical or interreligious — offered by top-notch academics from across the United States, Europe, and the world. The Institute's work has inspired the establishment of similar institutes across the country. LCI's programming also serves the wider Chicago community through in-person events and has grown a national and international audience through its online offerings.

A growing organization with a national impact, the Lumen Christi Institute offers a stimulating work environment that prioritizes learning, fosters personal and professional development, and encourages innovation in promoting the Catholic intellectual life in service to the person, the university, and the Church. More than an academic institution, the Lumen Christi Institute is a community of lifelong learners committed to advancing the Catholic intellectual tradition, integrating academic and spiritual life, forming leaders to bring Christian wisdom to our global society, and fostering friendships around the pursuit of truth.

Position Summary & Responsibilities

The Coordinator for National Programs and partnerships is integral to the Lumen Christi Institute's success by coordinating In Lumine Network (ILN) activities, including facilitating, planning, and managing network activities and supporting as needed other LCI events on campus, online, and in Chicagoland.

- Collaborate with organizational leadership in planning, coordinating, and execution of ILN activities, including summer seminars, annual in-person meetings, and monthly network meetings.
- Assist in collecting, collating, and producing reports for the ILN grant.
- Assist in planning and design efforts to promote and publicize ILN programs (both organized by LCI and by other ILN members)
- Assist in planning, coordination, and/or execution of ILN grant funded campus programs (non-credit course, faculty colloquia, conferences, etc).
- Cultivate and maintain relationships with ILN institute leaders
- Assist in facilitating ILN grant renewal efforts, especially coordination with ILN member institutes
- Help coordinate and execute regional Lumen Christi Colloquia (Theology, Bioethics, etc.)
- Assist in planning and execution of LCI national and regional conferences, colloquia, and masterclasses
- Assist in conceiving and organizing online masterclasses for graduate students across the nation

- Support as needed other national programs: Catholic Criminal Justice Reform Network Programming; Catholic Research Economist Discussion Organization; LCI programming; Science and Religion
- Assist when needed in the execution of other office, campus, and downtown events, including related hospitality, event set up, and clean up

Position Requirements

- A strong understanding and commitment to the Lumen Christi Institute's Mission.
- Strong organizational and planning skills
- Have a strong work ethic, take initiative, and require minimal direction
- Experience with remote management
- Excellent written and verbal communication skills
- Have a very high level of personal and professional integrity and trustworthiness
- 1-3 years of program planning
- Experience in a small non-profit organization or office
- Work well independently as well as part of a team
- Adept at using MS Office

Compensation

- Salary is competitive and includes benefits, including medical, dental, vision, and short and long-term disability insurance, and a 403b plan.
- This is a grant funded position that concludes Jan. 31st, 2025. It is hoped that with a renewal, the position can be extended.

Application Procedure

Please email a cover letter and resume, with "Network Coordinator" in the subject line, to jobs@lumenchristi.org.