

**Lumen Christi Institute**  
**Job Posting**

Title: Communications Officer  
Reports to: Michael Le Chevallier, Acting Executive Director  
Status: Full time (exempt), benefits eligible

The Lumen Christi Institute is seeking a Communications Officer to join its growing team of young professionals and academics committed to bringing the tradition of Catholic intellectual thought to the University of Chicago, to the academy, and, increasingly, to secular universities across the country through partnerships with like-minded Catholic and Christian leaders and institutes.

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 — its students and faculty — in dialogue about the Catholic intellectual and spiritual tradition through consistent 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 institutes programming is strictly non-partisan. Moreover, the community around it bridge the polarities that run through our society and Church, developing friendships around what is shared in the tradition.

The institute's programming also serves the wider Chicago community through in-person events and has grown a national and international audience through its online offerings, inspiring the establishment of similar institutes across the country.

Now in its 25<sup>th</sup> year, the Lumen Christi Institute is in a critical moment of expansion by way of a \$3.65-million grant from the John Templeton Foundation. The person in this job will have a unique opportunity to influence the growth of the organization. Seeking entrepreneurial and flexible candidates, capable of serious focused work independently and able to contribute as a team to the overall organization.

A growing organization with 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 as a way to integrate the academic and spiritual life and to form leaders to bring Christian wisdom to our global society.

### **Position Responsibilities**

The Communications Officer will oversee and implement all communications operations, including maximizing the institute's current communications platforms to promote the mission of the organization, directing advertising and audience cultivation efforts, developing and growing the institute's national online program and managing communications interns and external collaborators.

The Communications Officer's responsibilities are to:

- Create and manage event and program marketing campaigns including email, social media, and direct mail.
- Oversee planning, content creation, editing, and publishing of institute newsletters and e-newsletters.
- Maintain and update website, social media accounts and video streaming, including managing and editing content creation.
- Execute design of promotional materials for programming and development purposes, including posters, brochures, print and web ads, etc.
- Develop communications and marketing strategies for Lumen Christi programs in collaboration with organizational leadership and to advance the institute's overall organizational priorities, including fundraising, through communications.
- Recruit, hire, train, and supervise students to assist in communications, including promotional material design, social media maintenance, content creation, etc.
- Responsibilities will include reporting on some evening and weekend programs
- Assist when needed in office, campus, and downtown events.

### **To succeed in this position:**

- Demonstrated commitment to the goals of the Lumen Christi Institute
- Bachelor's degree in the humanities or related fields.
- Excellent written and oral communication skills
- Strong organizational and planning skills
- Experience working in higher education or in a faith-based organization
- Possess a strong work ethic, take initiative, and require minimal direction.
- Meet deadlines consistently.
- Demonstrated capability to learn how to use social media platforms, CRM software, InDesign and Photoshop
- Ability to take initiative
- Ability to advance multiple projects and priorities with competing deadlines
- Full-time presence in Chicago strongly preferred. For the right candidate

### **Compensation**

- Competitive Salary, commensurate with experience
- Benefits, including medical, dental, vision, and short-term and long-term disability insurance, and a 403b plan.

### **Application Procedure**

Please send a **cover letter** and **resume** to Michael Le Chevallier to [jobs@lumenchristi.org](mailto:jobs@lumenchristi.org), with "**Communications Officer**" in the subject line. If you wish a digital portfolio to be considered, please include a link.