

## ***Program Coordinator***

*The ideal candidate for this position would already have his/her finger on the pulse of the types of topics, events, books and speakers that are relevant to the highly educated and professionally driven patrons of CIC, with experience in executing on said events from white-board conception to the-last-glass-of-wine reception.*

*In addition, this candidate would have the confidence and personality to engage and direct the First-Year Leonine Fellows in DC, an equally intelligent and driven cohort. He/she would be the primary point of contact for the Fellows, guiding them through their monthly sessions and warmly incorporating them into the larger alumni community. There would also be opportunities to connect with the Fellows in our NYC, Chicago, and Los Angeles chapters.*

### **ESSENTIAL DUTIES**

#### **CIC PROGRAMS**

Coordinate with Chief Operating Officer (COO) and Director Of Communications (DC) to plan intellectual, spiritual and cultural events for general CIC audiences with an eye to current events and recently published books of Catholic interest and significance.

- Introduce and moderate intellectual events as needed.
- Assist in setup and cleanup of CIC events, when necessary
- Manage food and catering arrangements for private and public CIC events.
- Maintain specific programming metrics to be used by Communications for quarterly and annual reports.
- When necessary, coordinate programming content to be used by Communications for emails, social media, and other digital and print deliverables.
- Manage the capture of event audio/video recordings and distribution to the Director of Communications.

Assist the DC with creation and distribution of program related communications as necessary.

- Adhere to all branding guidelines and standards set forth by the CIC

Assist the DCs to plan the annual John Paul II Award Dinner, with a focus on timetable and volunteer management.

#### **LEONINE FORUM PROGRAMS**

Fulfill the Assistant Coordinator role for the Leonine Forum

- Aide the Leonine Forum Director of Operations in executing Washington, DC based Leonine Forum programming and coordinating activities of other Leonine Forum chapters
- ***See the attached document for a complete description of the role and responsibilities***

#### **CIC HOSPITALITY**

Coordinate with the Front Desk Manager to help fulfill front-of-house operations of the CIC

- Manage schedule and preparation of private and public usage of club room, conference room, chapel, and guest offices
- Welcome and direct CIC visitors and mass attendees proper location and assist Front Desk Manager with sales as necessary.
- Share the mission of CIC and the joy of the Catholic faith with CIC audiences.

## **REPORTING STRUCTURE**

The position reports directly to the COO of CIC and Director of Operations of Leonine Forum for the respective CIC and Leonine tasks

## **QUALIFICATIONS**

- Thorough understanding of Catholic Social Teaching and relevant cultural events.
- Experience with all elements of event planning
- Interest in all aspects of the mission of the CIC and a dedication to promoting the CIC's programming goals.
- Excellent interpersonal skills, and excellent writing and researching skills
- Bachelor's Degree (Required); Advanced degree preferred.
- Must be able to manage occasional weekend and frequent evening events.
- Ability to establish priorities, work independently, and proceed with objectives with minimal supervision.
- Ability to work with last minute revisions at deadline.

## **CATHOLIC IDENTITY AND INTEGRITY**

Employees acknowledge the religious nature and mission of the CIC. In accordance with their role as Church personnel and in witness to the Gospel of Jesus Christ, our employees must conduct themselves with integrity and act in a manner consistent with the official teachings, doctrines, laws and policies of the Roman Catholic Church. In addition to all other legal grounds for discipline, up to and including termination, employees may be disciplined or dismissed for conduct constituting serious public immorality, public scandal, or public repudiation of the teachings, doctrines, or laws of the Roman Catholic Church.

## **TO APPLY**

Please send a cover letter, resume to Mitch Boersma at [mitch.boersma@cicdc.org](mailto:mitch.boersma@cicdc.org)



**Leonine Forum**  
**Job Description: Assistant Coordinator**

*Leonine Mission*

*The Leonine Forum is a 501(c)3 non-profit organization based in the heart of Washington with the mission to cultivate the emerging generation of virtuous leaders and empower them to form fully-integrated lives of faith--in order to apply the Social Teachings of the Church within their professional and civic lives.*

*Through careful study and conversation guided by the foremost Catholic thought-leaders in the country, and active civic and community engagement, Leonine Fellows acquire the spiritual and professional tools necessary to integrate the truths of the faith into their personal, professional and civic lives.*

*Leonine History*

*The Leonine Forum was co-founded in 2013 by Fr. Arne Panula and Mitch Boersma in Washington, DC. This program emerged from the Catholic Information Center (CIC) as a means to bring young professionals with a heart for Catholic Social Teaching together in fellowship, intellectual life, spiritual formation, and service. Since then, the Leonine Forum has grown to a community of over 650 Leonine Fellows in Washington, DC, New York City (2017), Los Angeles (2019), and Chicago (2020).*

**About the Job:**

The Leonine Forum (LF) is seeking an Assistant Coordinator to continue building a thriving community of Leonine Fellows in Washington, DC and to assist the Director of Operations (DO) with the management of overall operations of the Leonine Forum First-Year Fellowship across its four cities: DC, New York, Los Angeles, and Chicago. The Assistant Coordinator will serve as the primary point person for the First-Year Leonine Fellows in its DC headquarters, provide on-site event support for DC Alumni Leonine events, and support the growth and development of the Leonine Forum in New York City, Los Angeles, and Chicago.

### **Responsibilities:**

- Maintain the cyclical life of Leonine for First-Year Fellows in Washington, DC.
  - **Assist:** Support with Director of Operations (DO) with the application process for DC First-Year Fellows
    - Promote the Leonine Forum with appropriate connections
  - **Nourish:** Act as first point-of-contact and coordinate night-of and post-session logistics for 10 First-Year Fellow (FYF) Sessions in DC
  - **Engage:** Create sustained relationships with and between Fellows
- Provide logistical support for DC alumni events and programs
  - Support DO in hosting and facilitating quarterly alumni events and programs for DC Alumni
  - Support the coordination and hosting of the Leonine National Conference (annual) and pilgrimages (annual)
- Assist DO in providing support for the First Year Fellows in New York City, Los Angeles, and Chicago
  - Support the application and interview coordination, and selection process in all Leonine cities
  - Support the coordination of 10 FYF Sessions in NY, LA, and Chicago
    - Aid the local coordinators in building relationships, growing the local alumni communities, and sustaining marketing efforts
  - Guide each city's Local Coordinator (LC) and support this individual in all programming and planning
    - Guide the LC in the strategy and coordination of 10 FYF Sessions
    - Support the LC in creating and sustaining relationships with Fellows and Friends of LF, launching marketing efforts, and building the identity of Leonine in each city

### **Reporting Structure:**

- The Assistant Coordinator is a part time position in conjunction with the CIC Director of Programs and is based in Washington, DC
- The Assistant Coordinator reports directly to the Leonine Forum Director of Operations

### **Ideal Candidate Profile:**

- Self-motivated -- the Assistant Coordinator must be motivated to identify and execute the essential and urgent tasks at any given moment without losing sight of larger goals and objectives, as this job contains many moving people and pieces.
- Highly interpersonal -- the job requires establishing and building relationships with fellows, alumni, friends and supporters (current and potential) on a regular basis.
- Big-picture thinker with a jeweler's eye for detail -- the Assistant Coordinator must be able to bear in mind the big picture of LF strategy while churning through the everyday details of non-profit life.