Job Title: Program Assistant

Department: Institute for Religion, Politics & Culture (IRPC), Iliff Innovation Lab

Reports To: IRPC Director

Status: Non-exempt, 20 hours per week

Summary:

Iliff School of Theology, a progressive graduate school, seeks a Program Assistant to support the work of the Institute for Religion, Politics & Culture (IRPC). The IRPC is a resource for change-makers. We utilize the tools of theological education to support public leaders in becoming integrated, effective drivers of social change in their communities. Current projects include the development of educational resources on religious equality, implementing an “immersion course” with students and local political leaders, and producing the Complexified podcast. The ideal candidate will be highly organized, self-initiating, adept with technology, flexible, and comfortable working with diverse individuals and groups.

*This is an hourly position that runs from April 2024 through March 2025, with possible opportunities for expansion and growth.

The IRPC Program Assistant will be responsible for:

- Managing logistics for IRPC’s Religious Equality Network resources, including project management and scheduling
- Scheduling meetings with the Director
- Managing contracts and invoices to clients
- Note-taking during meetings
- Logistics for IRPC’s summer immersion class (travel and lodging arrangements in Colorado)
- Communicating with and scheduling guests on the Complexified Podcast
- Maintaining databases through Google Docs and Google Sheets
- Building Newsletter content in Mail Chimp and Substack
**Qualifications:**

- Proven organization skills and reliable project follow-through
- Excellent communication and interpersonal skills
- Ability to work sensitively with diverse people and communities
- Ability to work independently and as part of a team
- Strong time management skills, and ability to handle multiple projects simultaneously
- Proficient in Google Docs, Google Sheets, Mailchimp (or a similar platform)
- Experience using scheduling systems (such as Calendly) and project/task management applications (such as Trello or ClickUp)

This position inputs data into a spreadsheet for the Director to review, may spend extended periods of time stationary, and moves about the office regularly to meet with partners and students.

**Benefits:**

- Hybrid, flexible work schedule, in the office 2-3 days a week, including Tuesdays
- Opportunity to work on a mission-critical initiative
- Chance to make a positive impact on the organization and the community
- Work with a talented and dedicated team
- Casual and fun work environment
- Opportunity for growth

**Pay Rate:** $22/hour

**Time frame:** March 15, 2024, to March 2025, with potential for extension and growth

Contact [HumanResources@iliff.edu](mailto:HumanResources@iliff.edu) with interest. Position open until filled.

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