



Saint Charles Borromeo Seminary
1400 Evans Road
Ambler, PA 19002
phone: (610) 785-6510
email: preaching@scs.edu
web: scs.edu/preaching

Job Title: Project Manager, Catholic Preaching Institute
Position Type: Professional Staff, part-time (averaging 25 hours per week)
Reports to: The John Cardinal Foley Chair of Homiletics & Social Communications,
as Project Director of the Catholic Preaching Institute

JOB DESCRIPTION

Position Summary:

For almost two centuries, Saint Charles Borromeo Seminary has been forming priests, deacons, and lay leaders for ministry in the Archdiocese of Philadelphia. In January 2024, the Seminary launched a new *Catholic Preaching Institute* (CPI) for archdiocesan clergy assigned to parish ministry. Funded by a five-year grant, the CPI aims to bring about more compelling preaching in the liturgical tradition embraced by Roman Catholics. The Project Manager will coordinate and support the operation of formation programs and educational activities offered by CPI. The Project Manager may also assist with coordinating public academic events sponsored by other seminary offices.

Primary Responsibilities:

- program & event management – including logistical planning, travel arrangements, and participant registration/communication
- information management – including website editing, promotional marketing, and internal communications
- data management – including database entries, statistical assessments, and media analytics
- fiscal management – including procurements, requisitions/reimbursements, and income/expense reporting
- office management – including scheduling, record-keeping, and correspondence

Required Abilities:

- proficiency with computer technologies, including use of Microsoft Office Suite, Google applications, and online conferencing tools
- efficiency in communications, including verbal (listening and speaking), written (drafting, proofreading, editing), visual (creating, cropping, posting), and digital (website editing, marketing systems, and social platforms)
- personal industry in terms of being organized, dependable and flexible, while also being able to work independently on multiple administrative fronts
- collaborative engagement with others by means of a cheerful disposition, professional discretion, and virtuous character

Other Qualifications:

- understanding of, and witness to, the tenets of Roman Catholicism
- understanding of, and contribution to, the mission of Saint Charles Borromeo Seminary
- completion of post-secondary education (degree or professional certification) in business, communications, or a related field
- professional experience (2-3 years, preferred) in project management, program coordination, educational administration, or a related area
- successful completion of required personal background checks and legally mandated trainings

Physical Demands:

- ability to operate a computer and related office equipment
 - ability to maintain office and instructional environments
 - ability to move freely about campus and buildings
 - ability to work at occasional events on evenings and/or weekends
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Compensation Information:

- This is a part-time position (25 hours per week), with an hourly salary (\$24-28) and annual increase (typically 3%) consistent with professional staff positions at the Seminary.
 - Benefits include contributions to employee-only health/medical/dental and 403(b), along with other supplemental insurances, consistent with the benefits structure for professional staff positions at the Seminary.
 - Work schedule is negotiable and includes the possibility of remote work (online), at the discretion of the Project Director.
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APPLICATION PROCESS:

- All applications are to be completed through email to foleychair@scs.edu.
- Applications must include (1) a letter of interest explaining how the applicant's competencies relate to the job as described above, and (2) a separately attached resume or curriculum vitae (in Word or PDF format).
- Applications may include contact information for 2-3 recommendations (to be contacted only following interviews and with prior notice to the applicant).
- The application process remains open until the position is filled.
- Employment is anticipated to begin on January 6, 2025.

Saint Charles Borromeo Seminary is an Equal Opportunity Employer M/F/V/D