



CLAREMONT SCHOOL OF THEOLOGY AT WILLAMETTE UNIVERSITY

Position Title: Project Manager, Ecological Civilization Project

Immediate Supervisor: Wm. Andrew Schwartz, Executive Director

Department: Center for Process Studies

Status: Part-Time (20 hrs per week)

Location: Remote

Pay Rate: Starting rate is \$25-30 per hour

Start Date: Open Until Filled

Summary

The Project Manager for the Ecological Civilization Project of the Center for Process Studies provides overall management and supervision of the project. This is a transdisciplinary research program with a process philosophy core, focused on systems solutions to social-environmental challenges. Duties include supervision of staff (when applicable), developing/controlling the budget, developing goals and implementing programs, participating in obtaining grants, coordinating programs with partner organizations, etc.

Required Competencies

- Strong written and oral communication skills (including copywriting, proofreading, and editing).
- Interpersonal skills (working with other faculty, scholars, and experts from around the world).
- Self-directed organizational and time-management skills.
- In-depth knowledge of process thought and ecological civilization required.

Education/Experience

- A Masters degree in a relevant field is required. PhD is preferred.
- Demonstration of research in environmental philosophy required.

Language Ability

Excellent communication and interpersonal skills are preferred. The successful candidate/employee will be required to use written and/or oral communication in English. The position requires the ability to write standard correspondence. The ability to read and comprehend simple instructions, short correspondences, and memos is necessary. It also requires the ability to read, analyze, and interpret general business memos.

Reasoning Ability

This position requires strong organizational skills and the ability to manage multiple ongoing projects; proficient in multitasking. Creative problem-solving skills required.

Computer Skills

We use a blend of tools and programs, from Microsoft Word, Google Docs, Adobe, and more. Ability to learn new technologies quickly is highly desirable.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor, policy and company management.

Claremont School of Theology is an Affirmative Action/Equal Opportunity Employer.

To Apply:

Submit a CV and cover letter to CPS Executive Director, Wm. Andrew Schwartz <aschwartz@cst.edu>.