



## 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. This role will include leadership for the Foundations for Ecological Civilization Project of CPS, which involves in-depth and comprehensive answers to two fundamental questions: 1) What is an ecological civilization? 2) How do we get there? Three main components of the project include examination of the conceptual, philosophical, and ethical foundations for ecological civilization, formulation of a theory of civilizational change, and development of a strategic plan for human flourishing. Familiarity with the field of environmental philosophy and ecological civilization is required.

#### **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>.