



CLAREMONT SCHOOL OF THEOLOGY AT WILLAMETTE UNIVERSITY

Position Title: Director of Process & Faith

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 Director of Process & Faith is the point-person for the Process & Faith (P&F) program of the Center for Process Studies of Claremont School of Theology, in collaboration with the Cobb Institute. The Director of P&F is responsible for overall management and direction P&F. Essential duties and responsibilities include, but are not limited to:

- Developing and controlling the budget.
- Developing and implementing policies and procedures for P&F.
- Participating in fundraising for P&F
- Developing P&F program goals and objectives in consultation with the CPS Program Director and Cobb Institute partners.
- Leading P&F programs and activities, such as organizing conferences, courses, and other events.
- Overseeing the P&F online presence (website, social media, etc.)
- Coordinating the expansion of the P&F multi-faith network.
- Attending CPS staff meetings

Required Competencies

- Strong written and oral communication skills.
- Interpersonal skills.
- Self-directed organizational and time-management skills.
- In-depth knowledge of process theology and spirituality.

Education/Experience

- A PhD in a relevant field is required.
- Demonstration of research in Process Spirituality.

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>.