



## PORTSMOUTH ABBEY SCHOOL

**Title:** Program Coordinator  
**Department(s):** Portsmouth Institute  
**Reports to:** Executive Director of the Portsmouth Institute  
**FLSA Status:** Non-Exempt; Part-time; Staff

### **About Portsmouth the Portsmouth Institute**

The Portsmouth Institute for Faith and Culture is a leading Benedictine center for the Catholic intellectual and spiritual life. The Portsmouth Institute is an apostolate of Portsmouth Abbey (Rhode Island) and Saint Louis Abbey (Missouri). Both abbeys are American houses of the English Benedictine Congregation, and each operates a school: [Portsmouth Abbey School](#) is a co-ed boarding school in New England, and [Saint Louis Priory School](#) is an all-boys day school in suburban St. Louis. Both are rated among the leading Catholic schools in the United States.

Students, teachers, and lifelong learners are invited to encounter the Catholic intellectual and contemplative life at the Portsmouth Institute's beautiful campuses at Portsmouth Abbey in Rhode Island and Saint Louis Abbey in Missouri, in addition to experiences in Oxford (UK) and cities across the U.S. The Portsmouth Institute also publishes on Catholic thought and hosts virtual events for Catholics everywhere. The Portsmouth Institute is based at Portsmouth Abbey in scenic Rhode Island, 15 minutes north of historic Newport and an hour south of Boston.

### **Job summary**

The Program Coordinator will support the Executive Director of the Portsmouth Institute in the development, planning, promotion, and execution of existing and future Portsmouth Institute programs, and with the administration of the Institute's operations.

### **Responsibilities:**

- **COORDINATE THE PLANNING AND EXECUTION OF INSTITUTE PROGRAMS**
  - For on-campus programs, collaborate with operations and dining staff / representatives at Portsmouth Abbey and Saint Louis Abbey to coordinate event logistics
  - For off-campus programs, evaluate potential venues, negotiate venue contracts, communicate with venue staff regarding venue and catering arrangements, etc.
  - Communicate with speakers to coordinate travel, prompt payment, lodging needs and program itinerary, as necessary
  - Recruit volunteers/interns/part-time event assistants
  - Coordinate with co-sponsors on marketing and logistical needs



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- Manage on-the-ground operations of programs to ensure required setup and smooth execution, working in close collaboration with Portsmouth or venue operations and catering staff
- Respond to attendee and speaker needs during the program
- Be available to coordinate and assist with event clean-up for Institute events
- Keep programs on schedule and within budget
- **SUPPORT THE EXECUTIVE DIRECTOR WITH PROGRAM PROMOTION AND COMMUNICATION**
  - Plan and execute marketing and promotion logistics in collaboration with Executive Director
  - Assist with RSVP management and payment processing
  - Serve as first point-of-contact for inquiries and attendee needs
  - Coordinate with program sponsors and ensure incorporation of sponsor benefits into programs
  - Pursue opportunities to recruit and manage communications volunteers/interns
- **SUPPORT THE EXECUTIVE DIRECTOR IN CONSTITUENT RELATIONS**
  - Manage donor and attendee database
  - Ensure prompt donor acknowledgements, and process receipts for donation and registration transactions
  - Identify and pursue potential major donor opportunities through relationship cultivation, and focused giving opportunity development and communication
  - Assist with digital and print communications, including overseeing production and distribution of the Institute newsletter, *Conversatio*, direct mail, holiday mailing, invitations, etc.
- **SUPPORT THE EXECUTIVE DIRECTOR IN PURSUING OPPORTUNITIES FOR INSTITUTE GROWTH**
  - Explore opportunities for expansion of existing programs (List attached)
  - Identify, evaluate, and, if appropriate, develop and implement new programs consistent with the goals and objectives of the Institute's Strategic Plan. (Copy attached)
  - Identify, evaluate, contact as appropriate, and develop additional strategic partners and program co-sponsors
  - Interact with appropriate, identified individuals in the two Abbeys and the two schools to identify and explore additional program opportunities of particular interest and impact to these constituent communities



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### **Education, Skills and Abilities required:**

- **Experience:** The ideal candidate will have 2+ years of relevant experience with track record of progressive responsibility in a non-profit/school setting, including in an administrative role in program management, fundraising, or a related field.
- **Faithful:** We're looking for someone with a deep Catholic faith and a dedication to furthering the mission of the Portsmouth Institute, which seeks to promote the Catholic intellectual and spiritual life. Candidates should have a demonstrated enthusiasm about the opportunity to help build a leading center for the Catholic intellectual life in America.
- **Curiosity:** Candidates seeking to join our team should have a desire to explore the Catholic life in all its dimensions. While familiarity with the Catholic intellectual life is preferred, candidates should at least be excited about learning. Especially important is interest working with students—including children and lifelong learners.
- **Additional Education, Skills and Abilities required:**
  - Demonstrated ability to communicate orally and in writing
  - Demonstrated ability to maintain confidentiality, attention to detail, and data entry.
  - Familiarity with donor database (Raiser's Edge) preferred but not required
  - Demonstrate a strong commitment to the Portsmouth Institute's mission of restoring Christian culture, including a Catholic in good standing with the Church.
- Demonstrated ability to effectively perform the duties as described above; ability to plan and organize to meet operational objectives in accordance with the goals of Portsmouth Institute; ability to work effectively with both internal and external constituents, provide excellent customer service, and maintain the image of the Portsmouth Institute/Portsmouth Abbey/Saint Louis Abbey.

### **Supervisory Impact:**

This role is not a supervisory position.

### **To perform the job successfully, an individual should demonstrate the following competencies:**

- Ability to learn and teach others established processes - Recognizes the importance of learning and motivates others by own enthusiasm.
- Organizational Skills - Creates action plans to meet administrative goals and objectives. Conducts periodic reviews of progress and measures against goals. Establishes broad policies for the Department of Spiritual Life to ensure success.
- Communications and Written Skills - Effectively communicates Spiritual Life information, as necessary, and processes with students, peers, administrators, and



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customers in and outside the School.

- Research Skills – Ability to assist students and families and the PAS community meet their mental health and spiritual needs.
- Supervision of students in congenial behavior.

### **Other Skills and Abilities:**

The Program Coordinator must possess excellent client service skills.

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to listen, physically direct, and speak. The employee is required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet; however, variations in noise level may occur when the employee attends school functions such as assemblies and other events.

### **Other Qualifications:**

All prospective employees must be able to clear a background check.

### **Details of Staff position:**

Salary: Commensurate with experience and education  
Willing to negotiate full or part-time schedule based on the preference of a highly qualified candidate



PORTSMOUTH ABBEY SCHOOL

Please send letter of interest and resume to:

[institute@portsmouthabbey.org](mailto:institute@portsmouthabbey.org)

**No phone calls please:** [www.portsmouthabbey.org](http://www.portsmouthabbey.org)

Position open until filled.