



Job Opening: Operations and Events Associate

ORGANIZATION DESCRIPTION:

- **ICJS Vision:** An interreligious society in which dialogue replaces division, friendship overcomes fear, and education eradicates ignorance.
- **ICJS Mission:** To dismantle religious bias and bigotry, ICJS builds learning communities where religious difference becomes a powerful force for good.

The Institute for Islamic, Christian, and Jewish Studies (ICJS) is an independent, educational nonprofit advancing interreligious dialogue and understanding in order to build and sustain a multireligious democracy in the United States. Through educational programming, public-facing scholarship, and relationship-centered fellowships and workshops, ICJS models a new conversation in the public square that affirms religious diversity and creates opportunities for participants to practice the art of interreligious dialogue. Our audiences include the general public, civic leaders, teachers, chaplains, clergy, congregational leaders, seminarians, librarians, museum professionals, and higher-ed faculty.

POSITION SUMMARY:

The **Operations and Events Associate** plays a role in nearly all functions of the organization, bringing their energy and focus to building and maintaining a smoothly functioning work environment. This position handles a broad range of responsibilities from event planning (both online and in-person) to program assessment to facility management. The ideal candidate is a team player with a wide range of interests and skills.

The Operations and Events Associate stays alert to potential improvements in organizational systems and will recommend and develop new operations and procedures as needed. They will contribute to program enhancement through strategizing about participant engagement, being part of the public event planning team, and building a culture of assessment. The Associate will assist with financial tracking and will maintain a safe, well-kept facility for employees and visitors. This position reports to the Senior Director for Program, Scholarship, and Operations.

POSITION RESPONSIBILITIES:

Event Coordination and Assessment (50%)

Culture of Assessment

- Develop and manage surveys for all ICJS programs and events.
- Track metrics throughout the year.
- Encourage and support the staff to embrace a culture of assessment.
- Create an end-of-year picture of evaluations and metrics for assessing progress and needs.

Enhancement of Public Programs and Events:

- Support other staff in building participant engagement for public facing events and courses.
- Review and edit slide presentations for ICJS courses and events.
- Manage Zoom set-up and provide support for remote attendees at public events.

Event Planning

- Participate on the staff Public Events Team.
- Handle logistics for public events, including coordinating with partners at other locations when appropriate.

- Ensure the facility is ready for meetings, classes, and other public events.

Operations (40%)

Office systems:

- Support office operations by managing office systems and suggesting improvements, as needed.
- Respond to public inquiries received through our information line and email account.
- Manage retention, retrieval, and disposal of records.

Finance:

- Assist with tracking organizational spending.
- Create a quarterly memo of expenditures for each project.
- Maintain files of receipts and invoices.
- Support supervisor with other financial management, as needed.

Facility management:

- Act as point of contact and liaison for contracts related to IT, security, housekeeping, equipment, and any other building and grounds maintenance.
- Oversee and troubleshoot alarm system and other aspects of building security.
- Arrange and oversee building repairs as needed.
- Track inventory of office supplies and order as necessary.

Internal Organizational Leadership (10%)

- Support the ICJS as it works to expand the idea of an interreligious society in its program offerings, connected communities, and conversation partners.
- Participate in the Operations Team, offering support and ideas to colleagues and using the team as a resource for developing the work.
- Support the ICJS as needed in staffing and supporting board committees, participating in administrative duties, attending and supporting courses and events.
- Be a collaborative staff member, able and willing to complete other duties as needed or assigned.

QUALIFICATIONS:

- Demonstrated interest in our mission and vision.
- Outstanding communication and interpersonal abilities.
- Familiarity with office management procedures.
- Excellent organizational skills.
- Attention to detail.
- Commitment to confidentiality.
- Proficiency with digital tools, particularly Zoom and Google Workspace (including Drive, Slides, Docs, and Sheets). Familiarity with Canva is helpful.
- BA/BS degree.

SALARY AND BENEFITS

- \$57,000 to \$63,000 full-time annual salary
- Group health benefits (Medical, dental, and vision)
- Health Care Flexible Spending Account (HSA)
- Dependent Care Flexible Spending Account (FSA)
- Paid leave (vacation, sick, personal, religious, and parental)
- Retirement plan (with employer contribution)
- Basic life insurance and long-term disability insurance
- 12 paid holidays
- Hybrid work environment; at least 15 hours onsite in our Towson, Maryland office per week

TO APPLY: Send cover letter and resume to jobs@icjs.org by October 15, 2025.

If much of this posting describes you, we encourage you to apply. At ICJS, we acknowledge the research which shows that women and individuals from underrepresented backgrounds often apply to jobs only if they meet 100% of the qualifications and recognize that it is highly unlikely that any applicant meets 100% of the qualifications.

ICJS is an equal opportunity employer. We celebrate diversity and are committed to creating a space of belonging for all employees. See our [ICJS values](#) for more.