

Executive & Institutional Affairs Coordinator

Employment Status: Full-time, Exempt

Location: Dominican School of Philosophy & Theology, Berkeley, California

Modality: In-person only.

To be considered for this position, please provide a cover letter and resume/CV as described at the end of this posting.

Position Summary

The Executive & Institutional Affairs Coordinator provides high-level administrative and organizational support to the President and other Administrative Officers (Academic Dean and CFO) of the Dominican School of Philosophy & Theology (DSPT) and helps ensure the effective coordination of the School's institutional activities. The position serves as an important link among the President, Board of Directors, College of Fellows, faculty, staff, students, and external partners.

This position requires a high degree of initiative, discretion, organization, and sound judgment. While working closely with the President, the Coordinator is expected to manage assigned responsibilities independently, anticipate needs, follow projects through to completion, and ensure that important institutional activities receive appropriate attention and follow-through.

The Coordinator also plays a central role in planning and executing DSPT events and provides administrative and operational assistance to other members of the DSPT staff as needed. The position is particularly well suited to an individual who enjoys strategic planning and contributing to the effective functioning of a small, mission-driven institution.

This is an independent coordinator role. The position is not intended to be limited to performing tasks assigned by the President. Rather, the Coordinator is expected to take ownership of assigned areas of responsibility, establish effective systems, anticipate needs, and ensure that projects and activities move forward. Because DSPT is a small institution, the position requires flexibility and a willingness to assist wherever needed. The successful candidate will be someone who combines strong administrative discipline with a genuine interest in the people, mission, and institutional life of DSPT.

Essential Responsibilities

Support to the President

- Provide proactive administrative and organizational support to the President, helping to manage priorities and fulfill institutional responsibilities effectively.
- Drafting agendas, briefing materials, correspondence, and other documents for the President.

- Conduct research and gather information on matters assigned by the President and other DSPT Officers.
- Assist with preparation of reports, presentations, proposals, and other institutional documents.
- Maintain appropriate confidentiality regarding sensitive institutional, personnel, student, financial, and other matters.
- Anticipate administrative needs and identify opportunities to optimize the President's effectiveness and efficiency.

Event Planning and Management

- Coordinate the planning and execution of major DSPT events, including lectures, conferences, convocations, and academic ceremonies.
- Develop event timelines, task lists, budgets, and logistical plans that unify the efforts of the entire staff.
- Oversee event setup, execution, and follow-up.
- Ensure that events are conducted professionally and in a manner consistent with DSPT's mission and institutional character.
- Evaluate events after completion and recommend improvements for future activities.

Board of Directors

- Serve as a principal administrative liaison between the President and the DSPT Board of Directors.
- Coordinate meetings of the Board, including scheduling, communications, agendas, meeting materials, logistics, and follow-up.
- Assist with preparation and distribution of meeting materials and other communications.
- Support orientation and onboarding activities for new Board members as assigned.
- Help coordinate special meetings, retreats, receptions, and other activities involving the Board.

Institutional Coordination and Staff Support

- Provide administrative and project support to other DSPT staff and faculty as needed, particularly when institutional activities require coordination across functional areas.
- Facilitate student support by, e.g., posting information and connecting students with other internal and external resources.
- Help coordinate communications and activities that involve multiple members of the DSPT community.
- Provide backup administrative support during periods of staff absence or unusually high workload.

- Assist with projects related to accreditation, institutional planning, development, communications, recruitment, or other areas as assigned.
- Contribute to a collaborative and service-oriented administrative culture within DSPT.

Communications and External Relations

- Assist the President with professional correspondence and communications with constituents, including the DSPT College of Fellows.
- Draft, edit, and format correspondence, invitations, announcements, and other communications as assigned.
- Ensure that communications and event materials are accurate, timely, professional, and consistent with DSPT's institutional identity.

Compensation & Benefits:

- Salary commensurate with experience in the range of \$75,000-85,000
- Comprehensive benefits package including medical & dental plan; paid vacation, sick days, & holidays; 403(b) contribution; continuing education opportunities.

Qualifications

Required

- Bachelor's degree or equivalent combination of education and relevant experience.
- Significant experience in administrative coordination, executive support, event management, institutional affairs, or a related field.
- Exceptional organizational skills and attention to detail.
- Ability to manage multiple projects and competing priorities while meeting deadlines.
- Strong written and verbal communication skills.
- Ability to exercise sound judgment, discretion, and confidentiality.
- Demonstrated ability to work independently and take initiative.
- Strong interpersonal skills and the ability to work effectively with individuals occupying a wide range of roles and levels of responsibility.
- Proficiency with common office productivity tools, including Microsoft Office, Sharepoint, etc.

Preferred

- Experience working in a nonprofit, higher education, religious, or mission-driven organization.
- Experience supporting an executive, board of directors, governing body, or advisory board.
- Experience planning and managing institutional events.

- Familiarity with Catholic higher education or the Dominican intellectual tradition.
- Experience working in a small organization where flexibility and willingness to assist across functional areas are essential.

Application Instructions

To apply for this position, please send a resume/CV and a cover letter describing your specific interest in this position to careers@dspt.edu. While we welcome applicants who find this listing on online job platforms, only applicants who follow these additional instructions will be considered for the position.