

Love and Fidelity Network

OPERATIONS AND PROGRAMS MANAGER

The Love and Fidelity Network is seeking a full-time **Operations and Programs Manager** to begin work in the late spring or early summer 2010.

The Operations and Programs Manager will work in the Love and Fidelity Network's office, located in Princeton, New Jersey. He or she will work with other Network staff and report to the Executive Director of the Love and Fidelity Network, Cassandra Hough. Acceptance of the position assumes familiarity with the Love and Fidelity Network (see www.loveandfidelity.org), as well as a personal and professional commitment to the values and mission of the Love and Fidelity Network as set forth below:

The Love and Fidelity Network believes that the flourishing of society depends on healthy family lives and stable marriages to provide the next generation with sound moral instruction and character development. Furthermore, we believe that stable marriages and families, and the moral character they cultivate, are best supported by a commitment to the integrity of sex and to the healthy sexual attitudes and behaviors that honor that integrity. These values are often either forgotten or attacked at today's universities, where casual, "anything goes" attitudes about sexuality and relationships reign. It is crucial that young men and women in college – our next generation of parents and leaders – learn the realities of the sexual culture around them and how they can embrace a healthier and more responsible way of living out their sexuality and preparing for their own future marriages and families.

To build this network, the Love and Fidelity Network aims to equip college students with the arguments, resources, and support they need to uphold the institution of marriage, the special role of the family, and sexual fidelity within their university communities. We aim to build a network that will become the nucleus of an articulate and effective new generation of leaders who will advocate for marriage, family, love and fidelity on college campuses and in the public square.

This is an exciting time to join the mission of the Love and Fidelity Network. Since August 2009, we have launched a new website, blog, and student Members Program, through which student leaders receive mentoring and funding for campus initiatives. We hosted our second annual intercollegiate conference, attracting students from 50 different colleges and universities, as well as our first regional conference at Harvard University, which drew students from over 20 schools in the area. Over the past seven months, our network has expanded substantially, and we now have Student Fellows and Member Groups at over a dozen universities, with several more likely to join in the next few months.

The Operations and Programs Manager will play a crucial role in this expansion by managing the internal projects of the Network, including but not limited to our annual and regional conferences, online resources, and website development. He/she will work closely with our Director of Programs and Campus Outreach, Ashley Crouch, to consult on campus developments and how our programs can best meet the needs of our student members. He/she will also have the opportunity to work with leading scholars and professionals in the pro-marriage, pro-family movement, as well as benefit from the cultural and academic opportunities the Princeton area offers. Those who have a passion for learning, a commitment to defending marriage and family, and a desire to reform campus sexual culture will find working with the Love and Fidelity Network worthwhile.

Responsibilities

The responsibilities of the position include but are not limited to the following:

- Coordinate and run the annual and regional conferences and workshops
- Consult with Director of Programs and Campus Outreach on student needs, campus outreach, and program development
- Help develop the Network's Speakers Bureau
- Develop online resources (website, newsletter, and blog), and make updates as needed
- Research and review related articles, essays, and books to add to the Network's online library
- Assist in publicity efforts and design
- Manage email account, answering promptly all requests for information
- Represent the Network at meetings, making formal presentations as needed
- Occasionally attend and take notes at conferences

Requirements

The requirements listed below are representative of the knowledge, skill, and/or ability required to perform this job successfully.

- Understanding of and commitment to the mission and goals of the Love and Fidelity Network
- Experience in conference planning and execution
- Skill in program development and execution, and ability to manage multiple projects and contacts in an organized fashion
- Leadership experience with college students and/or university faculty and staff
- Comfort with learning to manage and update website, newsletter, and blog
- Excellent research, writing, editing and organizational skills
- Refined personal, telephone and email manners
- Excellent communication and presentation skills
- Ability to work independently, and desire to learn new skills
- A bachelor's degree
- Ability to understand and work in an academic environment
- Work and/or academic experience in the topics of marriage, family, and sexuality

Salary

The salary for this position will range from \$28,000 to \$32,000 depending on the experience of the applicant.

Benefits (for each the first and second year of service)

- 10 vacation days (will increase after second year)
- 10 paid holidays
- 9 sick days and 2 personal days
- (If needed, health insurance is negotiable)

Contact

We will accept applications from March 10, 2010 until the position is filled. Please email your cover letter, resume, one written recommendation, and a writing sample over 500 words to Cassandra Hough at chough@loveandfidelity.org. The subject line should read “**Operations and Programs Manager.**”

In your cover letter, please address why you are interested in the position and why you would be a good candidate for the position. You will only be contacted if selected for an interview.