

ARE YOU CALLED?

“With the upcoming launch of USM Online, new and exciting opportunities are available. Imagine, if you will, the Principles and Practices of Spiritual Psychology worldwide. Worldwide! If you’d like to play an important part in the communications to the public of this Program, we encourage and invite you to step forward and answer the call.” RON & MARY



Drs. Ron and Mary Hulnick

USM is seeking a highly qualified:

Online and Loyalty to Your Soul Communications Project Manager

If you are called to apply for this position, please read the job qualifications on the following page.

The University of Santa Monica is dedicated to communicating the Principles and Practices of Spiritual Psychology worldwide through the process of Soul-Centered education.

New Staff Position at USM!

ONLINE AND LOYALTY TO YOUR SOUL COMMUNICATIONS PROJECT MANAGER

USM is seeking a highly qualified student or graduate to step forward and serve as the Online and LTYS Communications Project Manager.

This fast-paced position is for a USM graduate or student who has online marketing or advertising background and is highly experienced with project management.

Responsibilities for this position include:

Managing all aspects of Online and LTYS Communications logistics and administration, materials coordination and delivery, events preparation, mailings preparation and coordination, managing the Online and LTYS Communications calendar, and vendor communications.

The main area of responsibility is supporting the Managing Director of Online and Media Operations with project coordination. This is a full-time position.

Ideal qualifications and skills include:

- Background in digital marketing and social media preferred.
- Demonstrated experience with mid-level marketing management.
- Strong ability for tracking and managing multiple projects to completion and consistently meeting timelines.
- Impeccable project management, time management, and organization skills.
- Strong ability to provide comprehensive administrative support, including vendor liaison and photo asset administration.
- Highly organized, works independently, flexible, resourceful, and self-directed.
- Outstanding written and verbal communication skills with basic copywriting and editing experience preferred.
- Excellent computer proficiency, including Microsoft Word, Excel, project management applications, and experience with mail merges.
- Experience with Adobe Photoshop preferred.
- Demonstrates maturity, is clearly aligned with the University's mission, and is joyfully answering the call to serve at USM.

IF YOU ARE CALLED TO SERVE AT USM...

Please submit your letter of intent and résumé to:

Elana Christiansen, Human Resources Manager

via e-mail: SoulCenteredWork@UniversityofSantaMonica.edu

or via fax: (310) 453-5641.