

Position: Associate Director

Starting Date: June 1, 2017

Minimum Qualifications The Project for the Advancement of Our Common Humanity (PACH) at New York University seeks a qualified candidate for the role of Associate Director. A successful candidate will have a demonstrated interest in both research and social justice work, and will be comfortable handling a diverse set of responsibilities.

In addition, the candidate should have:

- a doctorate (e.g. PhD, JD, EdD; strongly preferred);
- experience conducting research in educational and community settings;
- experience working in or collaborating with community-based organizations;
- excellent written and oral communication skills;
- flexibility to work both independently and as part of a collaborative team;
- ability to work on multiple projects simultaneously, and to prioritize and meet deadlines;
- commitment to social justice work.

Duties The Associate Director will oversee the operations at PACH and contribute to shaping of the PACH mission and strategy. Primary responsibilities include Curriculum Development, Research, Management/Administration, Communication/Collaboration, and Fundraising. The Associate Directory will report to the Founders of PACH.

- *Curriculum Development:* Work with PACH directors in developing curriculum for undergraduate students at New York University and beyond; support implementation of curriculum.
- *Research:* Collaborate with directors in creating and conducting PACH-related research projects.
- *Management and Administration:* Oversee budget; coordinate implementation and evaluation of new programs and initiatives; supervise Project Manager.
- *Communication and Collaboration:* Supervise all internal and external communications on behalf of PACH; advocate and serve as spokesperson for PACH mission and work.
- *Fundraising:* Support grant writing; track and report on grant deliverables.

Salary: \$55,000 - \$65,000

About PACH: The Project for the Advancement of Our Common Humanity (PACH) is an interdisciplinary think and do tank at NYU that provides a framework, drawing from the science of human connection, to understand the roots of and address our crisis of connection and thus create a more just and humane world. PACH has three areas of focus: 1) Research, 2) Curriculum Development, and 3) Community Action. Current PACH projects include interventions with middle schools, community-based organizations, artists and activists, as well as media-based interventions.

How to Apply: Please submit electronically a letter of application, curriculum vitae, writing sample, and at least one letter of recommendation.

Application: Review of applications will continue until the position is filled. Address application, required documentation and/or request for information to:

Margaret Suh
PACH, New York University
726 Broadway, Suite 517
New York, NY 10003
mds19@nyu.edu

Applications from women, minorities, and individuals from underserved or underrepresented groups are encouraged to apply. All qualified individuals will receive equal consideration without regard to economic status, race, ethnicity, color, religion, marital status, pregnancy, national origin or cultural background, political views, sex or sexual orientation, gender identification, age, disability, disabled veteran or Vietnam era veteran status.

Upon request, reasonable accommodation will be provided to individuals with protected disabilities to (a) complete the employment process and (b) perform essential job functions when this does not cause undue hardship.

NYU is an EOE/AA/Minorities/Females/Vet/Disabled/Sexual Orientation/Gender Identity Employer.