

# FASPE

Fellowships at  
Auschwitz  
for the Study of  
Professional Ethics

**EVENTS & RECRUITING ASSISTANT (F/T)**  
**Fellowships at Auschwitz for the Study of Professional Ethics**  
[www.faspe-ethics.org](http://www.faspe-ethics.org)

FASPE is looking to hire a full-time Events & Recruiting assistant. This position serves the entire staff of FASPE, working interdepartmentally. This role reports to the Program Director.

Compensation is commensurate upon experience. In-person presence in the office 2-3 days per week is required.

The Fellowships at Auschwitz for the Study of Professional Ethics (FASPE) teaches professional ethics through a unique historical lens. FASPE's signature program, our Fellowships, provides law, medical, business, journalism, seminary, and design and technology Fellows a structured program of study that initially focuses on the role of their chosen professions in Nazi Germany and the Holocaust; and then uses that historic focus as a framework for the consideration of contemporary ethical issues.

**Responsibilities:**

- Assist with the coordination of and provide support for all alumni activities including: events, database usage, the alumni trip and reunion, recruitment and fundraising, including providing logistical support and conducting outreach and follow-up with alumni volunteers
- Supports all recruiting activities including: identifying new avenues for outreach and strategies for recruitment for our 6 fellowship programs; conducting internet research on current and new contacts and establishing connections to contacts via phone and email; Coordinating and scheduling meetings; preparing and formatting documents
- Supports the planning of fundraising events, including the annual dinner
- Supports all departments with internet research, compiling information, etc.
- Assists in administrative activities providing support across departments and functions including: scheduling and coordinating meetings; creating and developing visual presentations and assisting in general correspondence, memos, charts, etc.; and managing printing, shipping, mass mailings and e-mailings.
- Works independently and within a team on special non-recurring and other on-going projects.
- Assist with social media, engagement, and communications
- Other related responsibilities as assigned.

**Requirements:**

- Bachelor's degree.
- Superb organizational and communication skills.
- Excellent computer skills – knowledge of MS Word, Google Docs, PowerPoint, Excel, Outlook, Zoom, Mailchimp.
- Strong work ethic with a healthy respect for meeting deadlines.
- Strategic thinker with a creative mindset.
- Meticulous attention to detail.
- Ability to multitask.
- Works well independently and as part of a team.
- Ability to travel and work occasional nights and weekends.

**Compensation and Benefits:**

Compensation is commensurate upon experience.

Compensation for the Events & Recruiting Assistant includes an annual salary commensurate with experience and an excellent package of benefits: generous paid holidays and paid time off; wide choice of medical, vision, dental; 401K. This is a hybrid position with in-person presence 2-3 days per week in an office in New York City.

**To Apply:**

Interested applicants should send a c.v. and statement of interest describing your fit for the role to [hr@faspe-ethics.org](mailto:hr@faspe-ethics.org). No phone calls or snail mail please. Not all applicants will be contacted. This position is open on a rolling basis until filled.

FASPE is a non-faith based 501(c)(3) organization and an equal opportunity employer.