

**Job Title:** Temporary Hyde Center Logistics and Program Coordinator

**Department:** Hyde Center for Global Education

## **PREAMBLE**

Boston College High School is a Catholic, Jesuit, independent school serving approximately 1400 young men across grades 7-12 from various communities across Massachusetts. Founded in 1863, Boston College High School continues its commitment to an authentic formation of the head, heart, and hands within the parameters of the Characteristics of Jesuit Education, the Ignatian Pedagogical Paradigm, the BC High Mission Statement, and the strategic plan.

As an employee in a Jesuit school, the Temporary Logistics and Program Coordinator is inspired at all times by the highest Ignatian ideal of *Ad Majorem Dei Gloriam* (For the Greater Glory of God). Within this context lie the Ignatian ideals of companionship and collegiality. This relationship was modeled by St. Ignatius and his early companions and strives to uphold the virtues of being Christ-centered people for and with others.

## **ROLE PURPOSE**

The Hyde Center for Global Education's Logistics and Program coordinator is responsible for supporting the Hyde Center with varied administrative responsibilities required for the smooth operation of the Center and its programs, including coordinating travel arrangements, managing the necessary logistics to help ensure a positive experience for visiting students to BC High; and providing support for the Hyde Center's academic programming.

## **LINE OF AUTHORITY**

This position reports to the Director of the Hyde Center for Global Education.

## **PRIMARY RESPONSIBILITIES**

- Research, process, and secure visas for all travelers for programs that require a visa.
- Distribute and collect documentation necessary for student participation in Hyde Center programs.
- Oversee logistics of travel including securing housing for adults, selecting trip itineraries, reserving transportation, requesting cash advances, processing tuition payments through the finance department, and purchasing necessary supplies for trips.
- Assist in the planning and preparation of any Hyde Center events, including but not limited to room reservations, IT requests, catering needs, etc.
- Accompany visiting exchange groups during their time in Boston.
- Serve as the initial contact for Hyde Center phone calls, office email, visit requests, etc.
- Assist with academic programming, including Pope Francis Scholars, Hyde Global Scholars, and Global Certificate Students. This includes coordinating guest speakers, facilitating virtual programming with other schools, and coordinating events with the other Centers of Human Excellence.
- Manage the purchasing of all Center supplies, including participant t-shirts, journals, gifts, etc.
- Organize and manage communications for spring applications for Hyde Center travel programs to students and families.

## **Qualifications**

- Bachelor's degree or equivalent.
- A minimum of 3 years related work experience.
- Proficiency with Microsoft Word and Excel documents.

- Strong organizational skills.
- Ability to multitask and meet strict deadlines.
- Ability to speak another language is preferred but not mandatory.
- Familiarity with planning and booking travel arrangements preferred.
- Excellent verbal and written communication skills and the ability to work both independently and as a member of a team.

#### **Working Conditions**

This is a temporary position that will run until June 26.