

Veritas is recruiting for an Office and Operations Manager for our Cambridge headquarters

About The Veritas Forum:

The Veritas Forum is a fast-growing, strategic ministry that partners with Christian thought leaders, professors and campus ministries to engage universities and the broader public square with life's most important questions. Veritas Forums put the Christian faith in dialogue with other beliefs and invite participants from all backgrounds to pursue Truth together.

The ministry's core initiative, Veritas Forums, is a series of high-profile university programs that engage students and faculty from a range of worldviews in intellectually rigorous dialogue around life's hardest questions and the relevance of Jesus Christ to those questions.

The Veritas Forum also publishes thought-provoking content for broader audiences and provides a unique platform for leading Christian academics and innovators to become public intellectuals.

The first Veritas Forum took place at Harvard University in 1992 and in the quarter century since that first Forum, more than 600,000 students, faculty, and university community members at 200 universities in North America, Europe and Asia have participated.

Description:

The Veritas Forum is recruiting for an Office and Operations Manager for our Cambridge headquarters. This role will combine administrative and operational responsibilities for a rapidly growing, geographically-dispersed organization. This role is equal parts execution of day-to-day office and administrative needs, and building and implementing processes and systems to improve overall operational efficiency and effectiveness.

The role will lead the design and day-to-day execution of select administration, operations, finance and HR needs including:

- Providing ongoing operational and administrative support for the North American Forums team, ensuring timely completion of contracts, payments of honorariums and team expenses, purchasing and distribution of forum supplies, managing presenter agreements, updating reporting data, and managing printing needs etc.
- Providing targeted operations support to additional Veritas programs and functions (Europe, Veritas Cities, Development, etc.)
- Working directly with Veritas' accounting, finance, audit service and HR provider(s) to provide needed finance, accounting and HR information
- Overseeing and ensure timely renewals of licenses, trademarks, registrations and accreditations
- Executing planning and logistics for select team-wide functions (e.g., for staff summits, board meetings etc.)



- Handling general office needs including assisting with developing policies and procedures, maintaining a usable archive of Veritas documents and resources, managing subscriptions and purchasing new equipment etc.
- Hiring and overseeing part time intern(s) to provide additional support for program needs during Veritas' busy seasons (e.g., winter and spring matching the academic calendar)

Though not the primary focus, this role may on occasion provide additional operations and administrative support for the Executive Director and senior team, including:

- Helping plan and oversee the ongoing organizational calendar
- Proactively reminding leadership and staff of timelines for budgeting, audits, staff reviews, monthly reports and board meetings etc.

The role also requires the ability to proactively develop strong working relationships among a geographically dispersed team. The Office and Operations Manager will report directly to the Executive Director, based in Cambridge.

Qualifications and Skills:

The ideal candidate will have a bachelor's degree and at least 5 years of related work experience post-college. The ideal candidate will also:

- Be a mature and growing Christian. Their passion for Christ should be grounded in the regular disciplines of Bible study, prayer and fellowship with other believers in the context of a local church, and be evidenced by the fruit of the Spirit in their lives.
- Be self-directed, with the ability to multitask and execute on multiple tasks and workstreams concurrently.
- Demonstrate strong attention to detail, necessary for daily administrative needs.
- Possess good written and verbal communication skills.
- Be proficient with Microsoft Word and ideally Excel.
- Be comfortable with, and excel in, performing day-to-day administrative tasks.
- Embrace the opportunity to design and implement longer-term processes and systems to improve ongoing team effectiveness and efficiency.

Hours and Compensation

The Operations and Operations Manager role is a full time role, based in Veritas' Cambridge office. Veritas is looking for someone who could thrive in the role for several years and enjoy working with a mission and performance-driven team. Compensation will be competitive and based on experience.

Interested persons should submit a cover letter and resume to [jobs\[at\]veritas.org](mailto:jobs[at]veritas.org). Questions are welcome.