



HELLENIC COLLEGE HOLY CROSS GREEK ORTHODOX SCHOOL OF THEOLOGY

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Huffington Ecumenical Institute

Program, Communications & Library Assistant

1 Position | 5–10 Hours per Week, Depending on Institute Needs

This is an in-person position; all scheduled hours must be worked in the HEI office located in the Administration Building.

The Huffington Ecumenical Institute (HEI) is seeking a dependable and motivated student to provide support across the Institute's programs, communications, publications, library and archival activities, and special events. The position offers an opportunity to gain practical experience in the work of an academic and ecumenical institute while contributing to a variety of ongoing projects and initiatives.

Key Responsibilities

- Assist with HEI communications, including developing content for the website, social media, newsletters, and other outlets
- Help create and prepare blog posts, announcements, and promotional materials
- Conduct research and gather information for HEI programs, publications, communications, and special projects
- Assist with HEI events, including preparation, event operations, and on-site support as needed
- Support the preparation and publication of books and e-books, proceedings, and online publications
- Assist with the organization and maintenance of HEI's library and archival collections
- Shelve and organize books and materials using the Library of Congress system
- Assist with processing new library acquisitions, including labeling, barcoding, tagging, and related tasks
- Perform shelf-reading and reorganization and help maintain an orderly and welcoming library and office environment
- Assist with library outreach and promotional activities, including potential reading groups and other initiatives
- Support special projects and general Institute operations as assigned

Preferred Qualifications

- Strong organizational skills and careful attention to detail
- Dependability and ability to work independently
- Good written and verbal communication skills
- Interest in communications, publishing, research, theology, library or archival work, or the work of the Huffington Ecumenical Institute
- Comfort working on a variety of projects and priorities
- Respect for confidential, delicate, or valuable materials
- Proficiency in Greek is highly desirable

Schedule: 5–10 hours per week, depending on Institute needs and demand. **All hours must be worked in person in the HEI office.**

Hourly Wage: \$15.00

Position Reports to: Elena Kontogli

If interested in this position, please email a Work Study application to Elena Kontogli at EKontogli@hchc.edu.

*Hellenic College Holy Cross is an Equal Opportunity Employer.
A diverse workforce and inclusive culture are valued.*