



Saint Thomas More

The Catholic Chapel & Center at Yale University

ADMINISTRATIVE FELLOW

Reports To	Executive Director
Direct Reports (Y/N)	No
Department	Administration
Work Status	Full-time, Academic Year Only (August through Mid-May)
FLSA Status	Exempt
Start Date	August 2, 2027
Compensation	\$55,000 stipend for the term of the Fellowship
Hours	Approximately 37 hours per week

POSITION OVERVIEW

At Saint Thomas More, the Catholic Chapel & Center at Yale, our mission is to form students to be lifelong disciples of Christ and His Church through prayer, study, and action. We are proud to serve as the home of Yale University's vibrant Catholic community.

The Saint Thomas More Administrative Fellow is a dynamic, early-career opportunity for a recent graduate seeking hands-on experience in nonprofit leadership and administration. The Fellowship provides an opportunity to work closely with the Executive Director and other senior leaders at Saint Thomas More to contribute to meaningful organizational projects and initiatives and make a direct impact on the success of the organization.

The Administrative Fellow works across the various functional areas of Saint Thomas More, including Communications, Finance, Development, Hospitality, and Facilities. This provides broad exposure to the operations of a nonprofit organization while allowing the Fellow to develop practical skills in administration, project management, data analysis, communications, and organizational planning.

FELLOWSHIP STRUCTURE

- **Duration:** Academic year (August through mid-May)
- **Full-time position:** approximately 37 hours per week
- **Compensation:** \$55,000 stipend for the term of the Fellowship, approximately 37 hours per week
- **Cross-functional experience and project-based learning:** opportunities to work with Communications, Finance, Development, Hospitality, Facilities, and other areas of STM through meaningful projects and initiatives
- **Professional development:** opportunities for mentorship, professional development, and exposure to senior leadership

ESSENTIAL DUTIES AND RESPONSIBILITIES

Board of Trustees Support

- Provide administrative support for Board committee meetings, including attending meetings, taking minutes, and distributing follow-up materials as needed.
- Maintain and distribute the annual Board of Trustees contact directory.
- Assist with Board communications and serve as a liaison between the Executive Director, staff, trustees, and other stakeholders.

Data Collection, Analysis, and Reporting

- Collect and maintain organizational data, including Mass attendance, offertory, and program participation.
- Build and maintain spreadsheets, dashboards, and visualizations to track trends over time.
- Prepare reports and presentations for leadership, staff, and the Board of Trustees.
- Design, distribute, and analyze student and organizational surveys, surfacing insights for strategic planning.

Cross-Functional Projects and Departmental Support

- Collaborate with department heads and staff across Communications, Finance, Development, Hospitality, Facilities, and other functional areas on projects.
- Support research, planning, implementation, documentation, and evaluation of organizational initiatives.
- Support the development and improvement of administrative systems, processes, and organizational resources.

Lecture and Event Coordination

- Assist with coordinating STM lectures and speaker programs.
- Communicate with speakers and partners to manage event logistics end-to-end.
- Support promotion, execution, and evaluation of lectures and special events.

Leadership Team and Organizational Support

- Attend weekly leadership team meetings, preparing agendas, documenting meeting minutes, and following up on action items.
- Support the planning, execution, and evaluation of STM programs and events.
- Assist the Executive Director and other senior leaders with research, project coordination, administrative tasks, and special initiatives that contribute to the effective operation of Saint Thomas More.

REQUIRED QUALIFICATIONS AND SKILLS

- Bachelor's or Master's degree
- Strong organizational, analytical, problem-solving, and communication skills, with attention to detail
- Proven ability to manage multiple projects, prioritize, and meet deadlines
- Proficiency in Microsoft Office and familiarity with data and project-management tools
- Self-starter able to work independently and collaboratively
- Willingness to work flexible hours, including occasional evenings and weekends
- Demonstrated leadership, creativity, and initiative



WORKING CONDITIONS

While performing the duties of this job, the employee is regularly required to sit for long periods of time; talk and hear; perform fine motor tasks, such as hand and finger skills in the use of a keyboard, telephone, or writing. The employee is frequently required to stand, walk, reach with arms and/or hands, and lift up to 25 pounds. Specific vision abilities include close vision, distance vision, depth perception, and the ability to adjust focus. The employee will spend their time in an office environment with a quiet to moderate noise level.

EEO STATEMENT

Saint Thomas More is an equal opportunity employer, and all qualified candidates will receive consideration for employment without regard to race, color, sex, national origin, disability status, protected veteran status, gender identity, or any other characteristic protected by law.

While this document outlines the general expectations of this role, other duties may be assigned.

HOW TO APPLY

Interested candidates should send a resume/CV and letter of interest to Katrina Chin (katrina.chin@yale.edu).

- **Application Deadline:** December 31, 2026
- **Interviews:** Scheduled for qualified candidates in January 2027
- **Position Filled:** Expected early February 2027

ABOUT SAINT THOMAS MORE

Focusing on Study, Pray, and Act, Saint Thomas More Catholic Chapel & Center at Yale University (STM) fosters intellectual growth, a rich sacramental life, and faith formation opportunities. This is enhanced through social events and both local and international service/immersion experiences. As a campus ministry, STM accompanies students as they navigate their maturation as Catholics at a private Ivy League university, and upon graduation prepares them to be leaders in Church and society.

A vibrant and welcoming community, STM includes ministry to Yale graduate and undergraduate students, faculty and staff, and wider community members. This includes intentional ministry to students with manifold expressions of diversity. Student leaders assist in planning and developing programs that incorporate every aspect of Catholic life.

Mission Statement: *Saint Thomas More (STM), The Catholic Chapel and Center at Yale: Helping Catholics serve God and humanity locally and globally.*