Job Description

Woodbridge Fellow, Yale University Chaplain’s Office

Overview: The Woodbridge Fellow serves as an integral and full member of the Chaplain’s Office staff, by supporting existing interfaith and service programs as well as managing new initiatives for the Office. The Fellow is our primary resource for social media creation is responsible for updating our website, Facebook, Instagram, e-newsletters. The Fellow creates graphic designs and serves as the front line photographer for our office.

Specific Duties: Our Woodbridge Fellow will continue to spearhead the Chaplaincy Fellows Program. This peer-to-peer support program empowers select Juniors in their residential college to program events for their college Sophomores (a markedly underserved population) focused on reflection and student wellbeing. Each residential college team organizes two events per semester, and the Woodbridge Fellow helps manage and coordinate the logistics for these events. A key component of this program is a week-long spring break training service trip organized by the Associate University Chaplain and the Woodbridge Fellow.

The Fellow will work closely with the University Chaplain, the Associate Chaplain and other Chaplaincy staff in coordinating logistics for large-scale gatherings.

As a member of the Chaplain’s Office team, the Woodbridge Fellow also assists in special projects that define the core values of our Chaplaincy. We seek Woodbridge Fellows who are committed to our values of hospitality, interfaith engagement, inclusion and warm interactions with our diverse students and the community.

Our Fellows have a unique experience planning events geared towards student wellbeing and leave with translatable skill sets in organizational administration, teamwork, and the art of communicating with religiously and culturally diverse populations.

This position includes some evening duties, assistance with the logistical coordination of Global Grounds (shopping for supplies) and a thirst for creative approaches to the work.

We encourage Fellows to develop skills they are anxious to explore and also leverage their existing skillset to find imaginative ways to contribute to the office’s mission. Flexibility and proactivity are highly desired.
Work Plan
- Weekly meetings with Associate University Chaplain
- Weekly staff meetings
- Monthly YRM (Yale Religious Ministries) meetings
- Media and publicity management and creation
  o Flyers
  o Weekly telegram
  o Website maintenance
  o Facebook
  o Instagram
  o Yale Connect
- Participate in weekly IFFY (Interfaith Forum at Yale) meetings
- Help with the planning and recruitment for Fall Break retreat
- Assisting in organizing Chaplaincy Fellowship program
  o Recruitment
  o Trip organizing
  o Supply procurement
- Assist in recruitment for Spring Break New Haven
- Shopping for Global Grounds
- Provide logistical assistance for large events
- Assist in staffing regular study breaks
- Work with 10 other staff to facilitate their projects/community work
- Being a connection to communities of students not regularly touched by our office programming