

# Job Openings

- **Eastern Mennonite University** is seeking applicants for a full-time **Program Associate** for Strategies for Trauma Awareness and Resilience (STAR) in the Center for Justice and Peacebuilding. The program associate provides logistical, administrative and communications support to the STAR team, applicants and participants and the STAR trainer/practitioner network. Event planning, materials and logistical preparation, communication and data processing for 12-15 STAR trainings and additional, shorter events each year form core tasks for this position. The position is responsible for tracking and processing participant and training information, STAR trainer/practitioner information, payments and contracts. Bachelor's degree or comparable office or event management experience required. Proficiency in Microsoft Office suite and experience with databases required. Submit application, resume and three references to: [hr@emu.edu](mailto:hr@emu.edu). For more information visit our website at <http://emu.edu/hr/openings/>. EMU is an equal opportunity employer, committed to enhancing diversity across the institution. EMU conducts criminal background investigations as part of the hiring process.
- **Eastern Mennonite University** is seeking applicants for a part-time **Preschool Assistant Teacher** for the Early Learning Center. The Preschool Assistant Teacher will assist the director/teacher in the general supervision and management of the school programs. Responsibilities include but not limited to classroom supervision and management when the teacher is not present, maintenance and organization of classroom environment, participation in daily classroom schedule and group time. High school diploma required. Understanding of early childhood education within a developmental framework necessary. Submit application, resume and three references to: [hr@emu.edu](mailto:hr@emu.edu). For more information visit our website at [www.emu.edu/humanresources](http://www.emu.edu/humanresources). EMU is an equal opportunity employer, committed to enhancing diversity across the institution. EMU conducts criminal background investigations as part of the hiring process.
- **Eastern Mennonite University** is seeking applicants for an **Associate Director of Admissions** in the Department of Admissions. Responsibilities include assisting the director with day to day operations of the admissions office, particularly day to day management of the admissions counselors and telecounselors, managing a small recruitment territory and assisting director with data analysis and establishing recruitment strategy. Associate director will fill in during Director's absences and represent Eastern Mennonite University on and off campus. Bachelor's degree required. Master's degree preferred. : Excellent communication skills-written and verbal, ability to make quick decisions and analyze and interpret data. Leadership and managerial skills necessary. Attention to detail is essential to the position. Ability to prioritize, manage multiple projects simultaneously and be goal oriented necessary. Some travel and evening and weekend work required. Submit application, resume and three references to: [hr@emu.edu](mailto:hr@emu.edu). For more information visit our website at [www.emu.edu/humanresources](http://www.emu.edu/humanresources). EMU is an equal opportunity employer, committed to enhancing diversity across the institution. EMU conducts criminal background investigations as part of the hiring process.
- **Eastern Mennonite University** is seeking applicants for a **Program Coordinator for the Interfaith Peace Camp for the Center of Interfaith Engagement**. This position is responsible for Coordinate Interfaith Peace Camp (IPC) projects and activities at a local and national level. Work closely with and liaise between the Center for Interfaith Engagement, Interfaith Peace Camp planning committee, and Interfaith Peace Board. Position will provide leadership and administrative support for the IPC planning committee and maintain publicity. Position will also work closely with board to raise funds to support the sustainability of IPC and support planning, implementation, and follow-up of annual Interfaith Peace Camp program locally. AA degree

required and BA degree desired; nonprofit leadership experience is a plus. Part-time, grant funded position. Submit letter of application, resume and the contact information for three references to: Human Resources, 1200 Park Road, Harrisonburg, VA 22802, [hr@emu.edu](mailto:hr@emu.edu). For more information visit our website at [www.emu.edu/humanresources](http://www.emu.edu/humanresources). Eastern Mennonite University is an equal opportunity employer, committed to enhancing diversity across the institution. EMU conducts criminal background investigations as part of the hiring process.

- **Eastern Mennonite University** is seeking applicants for a **Student Success Coordinator for the Women's Peacebuilding Leadership Program (WPLP)**. The WPLP student success coordinator manages WPLP's student support, curriculum design, and program monitoring and evaluation. Works closely with WPLP director to initiate data-driven changes to program design and to design new programming in response to grants. Oversees the success of WPLP students and ensures the integration and support of WPLP within CJP and EMU systems. Bachelors degree required. Fulltime, grant funded position. Submit letter of application, resume and the contact information for three references to: Human Resources, 1200 Park Road, Harrisonburg, VA 22802, [hr@emu.edu](mailto:hr@emu.edu). For more information visit our website at [www.emu.edu/humanresources](http://www.emu.edu/humanresources). Eastern Mennonite University is an equal opportunity employer, committed to enhancing diversity across the institution. EMU conducts criminal background investigations as part of the hiring process.
- **Eastern Mennonite University** seeks applicants for the position of an **Undergraduate Office Assistant**. The UG Office Assistant collaborates with the Administrative Assistant to keep the Undergraduate Education Department functioning smoothly and efficiently with assistance given to the graduate program as necessary. Bachelor's degree preferred. Part-time, 10 hours per week. Submit application, resume, and three references to: [hr@emu.edu](mailto:hr@emu.edu). For more information visit our website at [www.emu.edu/humanresources](http://www.emu.edu/humanresources). Eastern Mennonite University is an equal opportunity employer, committed to enhancing diversity across the institution. EMU conducts criminal background investigations as part of the hiring process.
- The **Valley Brethren-Mennonite Heritage Center** ([www.vbmhc.org](http://www.vbmhc.org)) invites applications for the position of full-time **Executive Director**. The successful candidate should have expertise in program visioning, strategic planning, fundraising, marketing, administration, public relations, volunteer coordination, and interpreting the vision of the Center to the church and community. The Director should be committed to the heritage which Brethren and Mennonites share, especially in the Shenandoah Valley. Salary and benefits as determined by the Board of Directors. Send letter of application, resume, and three recommendations to J.D. Glick, Chair, Search committee, 14 Joseph Court, Bridgewater, VA 22812 ([jdglick@Verizon.net](mailto:jdglick@Verizon.net)). Position open until filled.