



Operations and Hospitality Manager

Job Title: Operations and Hospitality Manager

Location: New York City (office-based)

Status: Full-Time Exempt, Benefits Eligible

Start: August 5, 2026

AUBURN THEOLOGICAL SEMINARY

Mission: Auburn identifies and strengthens leaders—from the pulpit to the public square—to build communities, bridge divides, pursue justice, and heal the world.

For more than 200 years and rooted in a Presbyterian and Christian tradition, Auburn Theological Seminary has envisioned a future where people from all walks of life celebrate connection and build community across religious and cultural differences. Auburn Theological Seminary focuses its work on the lives, laughter, joys, sorrows, pains, and imaginations of faith leaders.

The Operations and Hospitality Manager oversees Auburn's day-to-day administrative operations, office systems, vendor relationships, HR administration, and New York City office readiness. This role serves as Auburn's primary on-site operational leader and requires sound judgment, discretion, confidentiality, and the ability to prioritize competing needs in a dynamic, mission-driven environment.

The position supports Auburn's staff, partners, and program participants by ensuring that Auburn's office, systems, records, vendors, and hosted events are professionally managed and aligned with Auburn's mission, values, and standards of care.

RESPONSIBILITIES

Administrative Operations Management

- Manage Auburn's New York City office operations, including office systems, space readiness, hospitality standards, supplies, facilities coordination, and administrative procedures.
- Exercise independent judgment in prioritizing daily operational needs, resolving routine administrative issues, and escalating significant matters to Director of the President's Office or the President.
- Develop, update, and implement office procedures that support consistency, accountability, confidentiality, and effective staff collaboration.
- Coordinate office-based meetings, including but not limited to, programs, board gatherings, donor visits, and staff retreats and meetings to ensure a high standard of preparation and hospitality.
- Manage the relationship with the Interchurch Center, including space booking, catering, service and delivery requests.

People Operations and HR Administration

- Administer confidential HR processes in partnership with the President, including onboarding, offboarding, benefits coordination, performance review logistics, personnel documentation, and employee relations records.

Leadership Development Research Storytelling & Narrative Change

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- Maintain accurate and confidential HR files, compliance records, staff documentation, and employment-related deadlines.
- Identify HR process gaps, compliance concerns, or employee-relations issues and recommend appropriate next steps to the President.
- Support, but do not independently determine, matters related to promotion, discipline, conflict management, or employment status.

Vendor, Systems, and Technology Coordination

- Manage vendor relationships related to facilities, IT, office operations, supplies, administrative systems, and hosted events.
- Monitor vendor performance, coordinate contract administration, and recommend improvements, renewals, or changes in partnership with the staff.
- Coordinate Auburn's core administrative platforms and digital systems, including Microsoft 365, OneDrive/SharePoint, Salesforce, ADP, Bill, Dropbox, and related tools.
- Serve as Auburn's first point of contact for operational technology needs and coordinate with external IT support.

Program Logistics Support

- Manage logistics for Auburn's New York-based programs, meetings, board activities, donor gatherings, partner convenings, and special events.
- Coordinate travel, housing, materials, guest preparation, room readiness, catering, and event support in partnership with program and executive staff.
- Exercise discretion and professionalism when handling confidential information related to guests, staff, board members, donors, partners, and program participants.
- Provide occasional evening or weekend support for required Auburn programs, meetings, or hosted events.

Other duties as assigned.

QUALIFICATIONS

- Bachelor's degree in business, nonprofit management, human resources, communications, humanities, or a related field, or equivalent relevant experience.
- SHRM-CP, SHRM-SCP, HRCI PHR, or willingness and ability to obtain one of these certifications.
- At least five years of experience in administrative operations, office management, HR administration, nonprofit operations, or a related field.
- Demonstrated ability to exercise discretion, independent judgment, confidentiality, and sound prioritization.
- Experience managing vendors, systems, records, office operations, and confidential administrative processes.
- Strong technology skills, including Microsoft 365, OneDrive/SharePoint, Salesforce, ADP, Bill, Dropbox, and related administrative platforms.
- Excellent interpersonal, organizational, and written communication skills.
- Commitment to Auburn's mission, values, and culture to *lead with love*, healing, and intergenerational leadership.





Work Week: Auburn observes a four-day workweek, Tuesday through Friday, 9:00 a.m.– 5:00 p.m. ET. As a full-time exempt employee, the Operations and Hospitality Manager is expected to manage the role's responsibilities, including occasional evening or weekend programs, meetings, or hosted events.

Salary: \$75,000 – \$80,000.

Benefits: Competitive package including healthcare, dental, vision, HRA, retirement plan, and additional wellness programs.

EQUAL OPPORTUNITY EMPLOYER

Auburn Theological Seminary is an Equal Opportunity Employer and is committed to complying with all federal, state, and local equal employment opportunity laws. Auburn Theological Seminary prohibits discrimination against employees and applicants on the basis of race, creed, alienage, citizenship, color, sex (including pregnancy), religion, national origin, age, sexual orientation, disability, gender identity or expression, marital status, partnership status, caretaker status, genetic information or predisposing genetic characteristics, military status, Vietnam era veteran status, domestic and sexual violence or stalking victim status, prior arrest or conviction record, political affiliation, or any other characteristic protected by law.

ABOUT AUBURN

Vision: Leaders of faith and moral courage have guided social change throughout our nation's history, from the abolition of slavery and the fight for Civil Rights to the struggle against gun violence and global warming. Auburn Theological Seminary advances a vision for a multi-racial, multifaith world marked by respect and dignity for all.

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