



**Job Title:** Faculty Development Coordinator/Consultant  
**Location:** Remote (with potential occasional in-person meetings)  
**Organization:** Institute of Core Energetics  
**Job Type:** Part-time (7-10 hours per week)  
**Reports To:** Executive Director/[Program Leadership Team](#)

## **Position Overview:**

The Institute of Core Energetics is seeking a dedicated and organized **Faculty Development Coordinator/Consultant** to support the ongoing growth, cohesion, and excellence of its faculty team. This part-time role involves mentoring faculty, managing scheduling needs, and leading intern recruitment efforts to support the institute's training and programmatic goals.

## **Key Responsibilities:**

### **Faculty Training, Mentoring & Support (40%)**

- Provide guidance, support, and mentorship to current faculty members, particularly new or developing instructors.
- Foster professional growth through regular check-ins, feedback loops, and developmental planning.
- Serve as a liaison between faculty and leadership, relaying concerns, opportunities, and successes.
- Create opportunities (minimum 2 annually) for faculty development and training
- Ensure faculty are equipped with most up to date policies regarding standards and ethics

### **Scheduling & Coordination (30%)**

- Coordinate teaching schedules, faculty assignments, and training modules in alignment with program timelines.
- Coordinate with the [Program Leadership Team](#) to ensure alignment with institutional goals and individual faculty strengths.
- Maintain clear communication with all stakeholders regarding scheduling updates or changes.

### **Intern Recruitment & Onboarding (30%)**

- Lead the process of recruiting, interviewing, and selecting program interns.
- Develop and implement onboarding and training strategies for new interns.

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- Track intern progress and facilitate connections between interns and faculty mentors.

\*\* Ensure all faculty, associate faculty and interns meet the [IACE standards](#) regarding each of these positions.

### **Qualifications:**

- ACCEP + meet the [IACE standards](#) for faculty
- Advanced degree in education, psychology or a related field preferred
- Experience in education, faculty development, coaching, or organizational coordination
- Excellent interpersonal, organizational, and communication skills
- Evidenced commitment to complexity work as it relates to diversity and identity
- Ability to work independently and collaboratively in a remote environment
- Strong commitment to the mission and values of the Institute of Core Energetics
- Fluent in English
- Legally authorized to work in the United States without sponsorship

### **Compensation:**

- \$1,500/month (1099 consultant)

### **Time Commitment:**

- 12 month contract
- 7-10 hours per week with flexibility depending on Institute calendar needs.
- Weekend attendance is not required.

**Interested candidates should submit a resume and cover letter to Lindsay Ngidiwe ([lindsay@coreenergetics.org](mailto:lindsay@coreenergetics.org)) by 5:00 pm EST on Tuesday, July 15th. In the subject line, confirm the role you are applying for.**