



## Centers for Spiritual Living International Headquarters

### External Role Description

#### Operations Coordinator (Remote)

##### Position Overview

We are seeking a highly motivated and detail-oriented **Operations Coordinator** to join our team. The Operations Coordinator will play a crucial role working with the Operations Manager managing various administrative and operational tasks and providing support to the Executive Director and other departments. This part time flexible role requires excellent organizational skills, strong communication abilities, and the capability to handle multiple responsibilities efficiently.

##### Key Responsibilities

- Monitor general email accounts and forward as needed.
- Check and return general voicemails, directing calls to appropriate departments.
- Assist with HR tasks, including sending offer letters, setting up phone accounts, and updating the phone tree.
- Provide administrative support to the Executive Director, including scheduling meetings and managing agendas.
- Support the development department and administrative functions.
- Assist with data entry; experience with Salesforce preferred.
- Take minutes for Leadership Council meetings and other key meetings.
- Maintain filing systems and coordinate internal and external communications.
- Assist with project management and tasks as requested.

##### Qualifications

- **Education:** Associate degree or equivalent experience in administrative support or operations.
- **Experience:** Proven experience in a support role, preferably within a non-profit or virtual organization.
- **Skills:** Strong organizational and multitasking skills.
- **Communication:** Excellent communication skills, both written and verbal.
- **Technical Proficiency:** Excellent technology skills with proficiency in Microsoft Office Suite. Familiarity with Zoom and database systems, with preferred experience in Salesforce.
- **HR Knowledge:** Familiarity with HR management functions and processes, including employee onboarding, benefits administration, and maintaining HR records.
- **Confidentiality:** Ability to maintain the confidentiality of sensitive data.
- **Cultural Alignment:** Alignment with the values and beliefs of a diverse, spiritual community.
- **Background Check:** Must pass a clear background check.

##### Working Hours, Compensation and Benefits

Hours: This is a 24-hour week, non-exempt position. Working hours are flexible and may be determined with your supervisor but should generally fall within the 9 am to 5 pm Mountain Time Zone weekday.

Location: The position is remote, and the successful candidate must maintain a dedicated and secure workspace, ensuring reliable internet connectivity.

Compensation: Based on a pay range of \$27,500-\$32,000 annually; commensurate with experience and expertise.

Benefits: Monthly work from home tech reimbursement. Accrued PTO and paid Holidays. Workers Compensation Insurance, available beginning on the first day of employment.

### How to Apply

People with disabilities, people of color, indigenous people, Hispanic/Latinx, and LGBTQIA+ candidates are encouraged to apply. CSL is committed to developing a diverse and talented team. If you are excited about this role but are unsure whether you meet 100% of the requirements, we encourage you to inquire and/or apply. Send a cover letter and resume via email to [HR@csl.org](mailto:HR@csl.org), no later than **July 31, 2024**. Please include “**Operations Coordinator**” in the subject line.

### About Centers for Spiritual Living

**Centers for Spiritual Living (CSL)** is the Headquarters that serves more than 400 spiritual communities in 30 countries. These communities focus on teaching spiritual tools from all paths, but primarily focus on the study and practice of Science of Mind® (SOM) and Spirit to transform personal lives and help make the world a better place.

Centers for Spiritual Living is an Equal Opportunity Employer and is committed to the full inclusion of all. As part of this commitment, Centers for Spiritual Living will ensure that applicants and staff with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact [HR@csl.org](mailto:HR@csl.org). For more information on Centers for Spiritual Living, please visit [csl.org](http://csl.org).

### Support for the Mission and Values of CSL

While it is not generally required or expected that an applicant/worker identify as a student of the teachings of Centers for Spiritual Living (CSL) or a member of a congregation in order to work at the CSL Headquarters, all workers are expected to perform their job duties in accordance with CSL’s mission, purpose and vision. In particular, the CSL Headquarters Staff Values are of particular importance for the work environment and staff culture. We encourage all applicants to review and consider these staff values, which can be [found here](#).

