



Centers for Spiritual Living Global Offices

Role Description

Role title	Global Support Services Coordinator
Reports to	Sr. Director of Global Support Services
Status	Part-time, Non-Exempt (20 hours/week)
Benefits	Eligibility for PTO, tech reimbursement.

Role Summary

The Global Services Coordinator provides essential administrative and operational support to the Sr. Director of Global Support Services and team, working in alignment with the values and vision of Centers for Spiritual Living. This role supports scheduling, communication, digital file management, and logistical coordination to ensure the smooth functioning of programs.

Role Responsibilities

The following statements aim to provide an overview of the typical tasks and responsibilities associated with this role. However, it is important to note that these responsibilities are not exhaustive and may not encompass all potential duties and requirements that may arise during the role.

- Manage virtual scheduling and calendar coordination for team meetings and GSS initiatives
- Monitor and respond to email correspondence; organize and maintain digital files
- Provide technical support for remote tools such as Zoom, Microsoft Teams, and SharePoint
- Conduct online research and data entry to support GSS programs
- Assist with light bookkeeping, invoicing, and financial record maintenance
- Prepare reports, presentations, spreadsheets, and meeting summaries as needed
- Respond promptly and professionally to internal team and external community inquiries
- Ensure confidentiality and adherence to digital security best practices

Role Qualifications

Education and Experience

- Licensed Centers for Spiritual Living Practitioner (RScP), active and in good standing (required)
- Minimum of **3 years of experience** providing administrative support in a remote or virtual environment
- Experience working in nonprofit or faith-based organizations is a plus

Skills and Abilities

- High proficiency in Microsoft Office Suite (Word, Excel, Outlook, Publisher, PowerPoint, Teams, SharePoint)
- Proficiency in hosting, scheduling, and managing virtual meetings using Zoom (including breakout rooms, screen sharing, and basic troubleshooting).
- Familiarity with database systems, particularly Salesforce
- Familiarity with best practices in digital file management and data security in a remote environment
- Comfortable with emerging technologies, including limited use of AI tools to support efficiency
- Strong written and verbal communication skills
- Excellent organizational skills with high attention to detail and the ability to manage multiple priorities
- Fluency in additional language(s) and ability to support translation or multilingual communication (preferred)
- Solid understanding of Science of Mind principles and how they apply in a global context (preferred)
- Capable of working both independently and collaboratively in a remote environment.
- Maintains confidentiality of sensitive information and upholds professional boundaries.
- Demonstrates alignment with the values and principles of a diverse spiritual community.
- Required to successfully pass a background check.

Professional Expectations

In this role, you are expected to:

- Exercise impartiality and objectivity when discussing matters of concern within the organization. Maintain the highest level of privacy and confidentiality, ensuring that confidential information remains securely within the organization.
- Uphold professional boundaries and ethical conduct in all interactions, fostering a culture of trust and integrity within the organization.
- 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 Global Offices, all workers are expected to perform their job duties in accordance with CSL's mission, purpose and vision.

About CSL

Centers for Spiritual Living (CSL) Global Offices serves more than 400 spiritual communities in 30 countries. These communities focus on teaching spiritual tools from all paths, but primarily focuses on the study and practice of Science of Mind® (SOM) and Spirit to transform personal lives and help make the world a better place. For more information on Centers for Spiritual Living, please visit [csl.org](https://www.csl.org).

How to Apply

CSL is committed to developing a diverse and talented team. People with disabilities, people of color, indigenous people, Hispanic/Latinx, and LGBTQ+ candidates are encouraged to apply. If you are excited about this role but unsure whether you meet 100% of the requirements, we encourage you to inquire and/or apply.

Please submit a resume and letter of interest outlining your relevant experience and alignment with CSL's mission and values to **HR@csl.org** with the subject line *Global Support Services Coordinator*. **Priority consideration** will be given to applications received by **September 30, 2025**, but the position will remain open until filled.

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.