



Centers for Spiritual Living International Home Office Internal Role Description

Role title	Events and HR Administrator
Reports to	Director of Events and HR
Status	Part Time, Non-Exempt, 20 hours weekly
Benefits	Benefits for this position are provided as outlined in the Employee Manual

Role Summary

The Events & HR Administrator is an efficiency-minded, process-oriented administrative professional who works directly alongside the Director of Events & HR to support the planning and execution of CSL's events and virtual annual meeting. This role requires someone who can see the details clearly, build simple systems to track and manage them, and keep things moving — without getting lost in them. The ability to identify where a streamlined process will save time and reduce friction is just as important as the ability to execute.

This position works collaboratively within a planning team structure that includes the Director of Events & HR, an Events Experience & Program Coordinator (contracted), and the CSL Marketing Manager. The administrator is the operational backbone of the team — someone who creates clarity, not complexity, and whose work makes everyone around them more effective.

Role Responsibilities

Event Operations & Timeline Management

- Build, maintain, and manage comprehensive event timelines and task trackers across all planning phases
- Monitor deadlines, follow up on outstanding items, and flag risks to the Director in a timely manner
- Oversee planning team task assignments and track progress to ensure all deliverables are completed on schedule
- Support the Director in preparing for and following up on planning team meetings
- Maintain organized records of decisions, action items, and event documentation throughout the planning cycle

Vendor Coordination

- Ensure vendor deliverables, timelines, and communications are on track throughout the planning process
- Track and follow up on vendor needs, requests, and outstanding items on behalf of the Director
- Oversee vendor documentation and maintain organized contact records

Budget, Invoices & Agreements

- Track and maintain the event budget, monitoring expenses and ensuring actuals are reconciled against projections
- Oversee invoice processing, verify accuracy, and ensure timely routing for approval
- Ensure vendor and contractor agreements are executed and maintained in an organized manner
- Support post-event financial close-out, including final bill review and invoice reconciliation

Sponsorships, Exhibitors & Fundraising

- Administer the sponsorship and exhibitor program, including agreements, benefit tracking, and communications
- Ensure sponsor and exhibitor records, payments, and deliverables are maintained and fulfilled
- Support fundraising efforts including tracking, donor acknowledgment, event-day coordination, and related administrative tasks as directed

Planning Team Coordination

- Maintain shared planning documents, trackers, and resources for the full planning team
- Coordinate with the Events Experience & Program Coordinator on scheduling, programming logistics, and related support needs
- Serve as the administrative point of contact for planning team logistics and communications
- Support onsite logistics preparation in coordination with team members

Technology & Virtual Event Support

- Serve as the administrative lead for Zoom and virtual meeting management, including setup, hosting support, registration, and behind-the-scenes coordination for virtual events and meetings
- Comfortable navigating and learning new platforms and tools as needed to support the team
- Proficient with Google Workspace, Microsoft Office, and virtual collaboration tools

HR Administration

- Assist with document preparation, filing, and organizational record maintenance
- Help maintain HR templates, forms, and related records
- Complete assigned HR administrative tasks accurately and on time

Role Qualifications

Education and Experience

- Associate degree or equivalent experience preferably within a non-profit or virtual organization
- Experience in event administration, project coordination, or a related field strongly preferred
- Event experience (preferred)

Skills and Abilities

- Strong organizational and multitasking skills with the ability to track details accurately without becoming bogged down in them
- Proficiency with Google Workspace and/or Microsoft Office
- Budget management and financial tracking experience
- Process-oriented thinker who looks for ways to simplify, streamline, and create efficient systems without sacrificing accuracy
- Demonstrated ability to manage complex timelines, track multiple deadlines, and follow through independently
- Familiarity with AV, venue, or vendor coordination a plus
- Highly tech-savvy with strong working knowledge of Zoom; comfortable learning and managing new platforms independently
- Strong communication skills, including customer support, training, and teamwork
- 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:

- Embrace CSL's mission, purpose and vision with respect and dedication, contributing to the organization's goals
- 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

Working Conditions and Physical Requirements

This role is remote, requiring the worker to maintain a dedicated and secure workspace for online meetings, and phone calls in a tranquil and safe environment. The necessary tools for the role will be provided to the worker. While the worker can establish their working hours with the supervisor's approval, these hours should generally align with the 9 am to 5 pm Mountain Time Zone workday. It is essential for the worker to communicate their intended schedule to the supervisor and work collaboratively with fellow staff members and potential volunteers.

In the performance of these duties, the worker will be seated for extended periods, engage in repetitive motion tasks, handle objects, and engage in verbal communication. Specific vision abilities required include close vision, depth perception, and the ability to adjust focus.

Some travel is required for in-person events, and the ability to increase hours during in-person event periods is required.

Direct Reports

The Events and HR Administrator has no direct reports.

Role Description Acknowledgement Form

The preceding statements are intended to provide a general overview of the work performed by individuals in this role. It does not encompass every responsibility, task, skill, effort, or working condition associated with the role. While this description aims to accurately represent the current role, management reserves the right to modify the role or require additional tasks under various circumstances such as emergencies, personnel changes, urgent requirements, technological advancements, and more. Depending on established department or facility standards, a worker may not perform all the duties outlined in this role description.