



## Centers for Spiritual Living International Home Office

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|-------------|---------------------------------------------------------------|
| Role title  | Global Support Services Programs Manager                      |
| Reports to  | Senior Director of Global Support Services                    |
| Status      | Full-Time, Exempt                                             |
| Benefits    | PTO, tech reimbursement, CSL laptop, Health insurance options |
| Eligibility | Open to U.S. residents only                                   |

### Role Summary

The Global Support Services Programs Manager provides support, guidance, and coordination of GSS programs to include but not limited to new & transitional Community Affiliations, Chaplaincy Endorsement, Licensing & Credentialing processes as assigned, Regional Support Coordinators as assigned, Committees & Councils as assigned, IRS 501c3 affiliate reporting, and other projects and support as designated and/or delegated by the Senior Director of Global Support Services.

### 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.

### Community Affiliations

- Ensures compliance with CSL policies & procedures regarding new community affiliations and communities changing affiliation types or closures.
  - Supports Ministers or Licensed Practitioners with application instructions and submission of all required information.
  - Reviews and process all applications through the appropriate Phases of submission including Committee reviews and recommendations for approval by the Leadership Council.
  - Provides 501c3 documents and Charters to new affiliates.
  - Provides application information for and conducts the meetings for Committees processing the applications.
  - Coordinates Study Group applications & annual renewals.
  - Maintains all affiliation records in Salesforce for new and existing communities.

- Serves as Designated Sponsoring Minister for Teaching Chapter Spiritual Senior Directors providing monthly meetings and on-going support as requested.

### **Licensing & Credentialing**

- New Minister Licensing (Biannual)
  - Coordinates all aspects of New Minister Licensing to align with CSL School of Spiritual Leadership exam periods, including application reviews and oral panel coordination.
  - Coordinates and facilitates *Launch!* required information series for new ministers.
- Emeritus Minister Applications & Designations
  - Reviews all applications to verify policy requirements.
  - Recommends applicants to Leadership Council for designation.
  - Communicates effectively with applicant regarding verification, requirements remaining, and or Leadership Council designation.
- Ordination Panels
  - Provides support for Ordination Panels as designated/delegated by Senior Director of Global Support Services.

### **Chaplaincy Endorsements**

- Chaplaincy Committee
  - Chairperson for the Chaplaincy Committee, coordinating all meetings and activities designated by the Committee.
- Chaplaincy Endorsements
  - Coordinates all endorsement applications and communicates all requirements or decisions to panel with the applicant.
  - Coordinates all endorsement panels.
  - Coordinates annual renewal process.

### **Organizational Committees & Councils**

- Naming & Branding Committee- Chairperson
- Affiliation Review Committee- Chairperson
- Chaplaincy Committee-Chairperson
- Regional Support Coordinator team- supporting GSS staff member
- Alumni Ministers Wisdom Committee- ad hoc GSS liaison

### **Communication**

- Coordinates Spiritual Leader letter requests from communities.
- Provides appropriate announcements and information regarding GSS programs on websites, newsletters, announcements, etc.
- Maintains accurate, current information on the OurCommunity Website for Global Support Services and other appropriate sections.

- Supports Senior Director of Global Support Services with meetings and communications as designated/delegated.

### **Policy Development**

- Collaborates with Senior Director of Global Support Services to review and refine affiliation & licensing policies and procedures as needed.

### **Spiritual & Cultural Alignment**

- Embodies CSL spiritual principles, philosophy, and commitment to spiritual growth.
- Demonstrates exemplary confidentiality, integrity, compassion, and service in leadership.
- Personally demonstrates, fosters, and supports diversity, equity, inclusivity, and belonging; models that commitment and behaviors across CSL organization and with all ministers, practitioners, communities, and membership.
- Demonstrates cultural sensitivity skills.

### **Qualifications**

- Must be a current resident of the United States. (CSL Global Home Office is not currently structured to employ staff residing outside the U.S.)
- Ordained Minister of Religious Science, licensed, active and in good standing with CSL.
- Ordained Chaplain or equivalent experience (preferred).
- 5+ years affiliated community ministerial experience.
- Chaplaincy Education or equivalent chaplaincy experience.
- Knowledge of Continuing Professional Education (CPE) hours.
- Knowledge of Chaplaincy Endorsement requirements.
- Bachelor's degree in business or related field or equivalent experience.

### **Skills and Abilities**

- High proficiency in Microsoft Office Suite (Word, Excel, Outlook, Publisher, PowerPoint, Teams) and familiarity with database systems, particularly Salesforce.
- Comfortable with emerging technologies, including limited use of AI tools to support efficiency.
- Remote technology skills and ability to create successful remote work and communication environments.
- Exceptional customer service and interpersonal skills. .
- Ability to manage multiple projects and deadlines, and across multiple channels (phone, email, chat).
- Attention to details and database entries/documentation.

### **Professional Expectations**

- 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.

### 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. Please note that being an ordained CSL minister, licensed and in good standing, is a firm requirement for this role. If you meet that requirement but are unsure whether you meet 100% of the other qualifications, we encourage you to inquire and/or apply.

**All submissions should be sent to [HR@csl.org](mailto:HR@csl.org).** Please include a resume and letter of interest outlining your relevant experience and alignment with CSL's mission and values with the subject line *Global Support Services Program Manager*. **Priority consideration** will be given to applications received by **August 27, 2026**, 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 with 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).