



Position Title: Professional Assistant

Hours: 20-25 hr/week

Start Date: Immediately (March 2021)

Compensation: \$18/hour

Benefits: Housing provided in addition to an hourly salary and a healthcare stipend.

Additional details regarding community living and benefits will be discussed with individuals who have progressed past the initial application stage.

Application Instructions: Please submit a resume and a brief cover letter to sj@starcross.org sharing why you think you'd be a great fit to join our Starcross team!

Application Timeline: We are looking to hire immediately. Applications will be accepted for this position until filled. Interviews will be conducted on a rolling basis.

Starcross Monastic Community (SMC) is a small, independent, multi-faith & spiritual community located in beautiful northwestern Sonoma County, California since 1976. We are a 501(c)3 non-profit with a mission to be a sanctuary for people and nature. Our objective is to live a good and simple life. We feel there is a divine spark and creativity in every individual which requires respect and support. We have 1800 olive trees, gardens and orchards, all certified organic. The 91 acre property is under a conservation easement, ensuring that our redwood forests, intact habitat and productive farmland are protected forever.

Position:

Starcross Community is looking to build a team to support the daily work and long-term vision of the community. We are seeking a Professional Assistant to support Brother Toby directly with his writing, planning and community projects. Each week Brother Toby (who is 90 years old!) writes a "Friday Reflection" that is sent out to our broader community via email. This Professional Assistant is responsible for copyediting, research, graphic design and content creation for each Reflection. Additionally, this position supports Brother Toby throughout the week regarding the community life at Starcross, including developing spiritual meetings, and special events, outreach materials, and maintaining communications and calendars.

Core Responsibilities:

- **Support for Weekly Publications** (Haiku, Friday Reflection; Seasonal)
 - Research and brainstorming support
 - Copyediting
 - Graphic design



- Oversight / Maintenance of web & social media aspects related to weekly emails
- **Support for special writing projects (books)**
 - Copyediting, Research
 - Communications
- **Assisting with SMC spiritual activities**
 - Production of materials and support with set-up
- **General Support (office)**
 - Digital problems and solutions
 - Organization
 - Tracking/data of Reflection readership
- **Additional Communications & Special projects**
 - Content creation for Seasonal Letters, Newsletters, Special Events, etc.
 - Maintaining online Haiku Circle
 - Monthly community updates
 - Manage Mailchimp e-lists
 - Marketing/social media related to books and writing

Skills & Qualifications:

- Highly skilled in interpersonal communication and collaboration
- Ability to take direction, while being able to work independently and think creatively
- Attention to detail and problem solving skills
- Flexible, self-motivated, takes initiative and can prioritize tasks
- Ability to take constructive criticism & feedback positively
- Team player! Attitude for success for all
- Open to engaging with spiritual and multi-faith themes
- Written and verbal communication skills
- Organizational skills and ability to multitask
- Proficiency in MS Office and working knowledge of office equipment (laptops, printers, etc.) and programs
- Familiarity with social media and marketing/outreach platforms including, but not limited to: Facebook, Instagram, Mailchimp, Canva, etc.
- Interest in graphic design, content creation & layouts for newsletters, social media and websites

Starcross Monastic Community is an Equal Opportunity Employer. We will consider applicants for this position without regard to any category protected by applicable federal, state or local law, including but not limited to: race, color, religion, sex, national origin, age, physical or mental disability, genetic information, veteran status or uniformed service member status. Women, people of color, LGBTQ people, young people, and members of other historically disenfranchised populations are strongly encouraged to apply.