

**Position Title:** Executive Assistant - Outreach/Graphics

**Hours:** 30 hr/week

**Start Date:** Immediately (August 2021)

**Compensation:** \$18/hour and housing provided

**Benefits:** Housing on site (private room, shared kitchen & bath) at 34500 Annapolis Rd., Annapolis, CA 95412 in addition to an hourly salary and a healthcare stipend. Information regarding community living and benefits will be discussed later in the process.

**Application Instructions:** Please submit a resume and a detailed cover letter to [sj@starcross.org](mailto:sj@starcross.org) sharing why you would like to work with us at Starcross.

**Application Timeline:** We are ready to hire. Applications will be accepted until the position is filled. Proof of vaccination required as there are vulnerable, elderly people here.

Starcross Monastic Community (SMC) is a small, independent, multi-faith monastic community. Located in rural 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 respect the divine spark and creativity of every person. Our 1800 olive trees, gardens and fruit orchards are 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. [www.starcross.org](http://www.starcross.org)

**Position:**

Starcross Community is looking for an energetic, flexible, creative person to assist in its daily work and long-term vision. The job involves providing photos, graphic design and copyediting for 3 weekly emails (*Monday Haiku*, *Weekly Walk* and *Friday Reflection*) which are sent out to our broader community. The assistant manages all aspects of our online presence and develops marketing campaigns for the Organic Extra Virgin Olive Oil (EVOO) produced by Starcross Family Confraternity, Inc (SFC). The assistant will engage in discussions on community development and publications, give office support, solve digital problems, and track readership data. This position is great for a self-starter who is eager to experience non-profit work while living in a beautiful, rural setting.

**Core Responsibilities:**

- **Maintain Starcross websites**
  - Starcross.org (SMC)
  - Shop.starcross.org (SFC - shopify platform)
- **Maintain Social Media Platforms for SMC and SFC**
  - Develop schedule of additional content/marketing campaigns for SMC and SFC
- **Community Outreach (*Social Media / Web*)**

- Using social media/online platforms connect with local people & businesses (e.g. Sonoma County Farm Trails, WWOOF)
- Maintain knowledge of Mailchimp lists/communication methods
  - Tracking customer e-lists
  - Analysis of pertinent customer / outreach (donor) information
- **SFC - Marketing & Community Outreach (*Digital and Local - Farm Stand*)**
  - Manage Online Shop and Farm Stand
    - Develop marketing schedule with Sister Julie for EVOO (Specials, local and online promotions, etc)
    - Create content for online shop for new products
    - Create displays, track inventory of Farm Stand
    - Design labels
  - Oversee content creation for special events (Special Spiritual Meetings, Olive Harvest, Volunteer days, etc.)
- **Community Development and Donor Relations**
  - Develop improved communication strategies and use of CRM
  - Tracking and data of current donors
  - Work closely with Business Manager to develop and maintain systems

### **Skills & Qualifications:**

- Highly skilled in interpersonal communication and collaboration
- Ability to take direction, 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 and feedback positively
- Team player! Attitude for success for all
- Open to engaging with spiritual and multi-faith themes
- Strong written and verbal communication skills
- Strong 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 (i.e. Facebook, Instagram, Mailchimp, Later.com/Planoly, Shopify)
- Experience with CRMs or Donor Platforms (i.e. Little Green Light, Donorbox)
- Knowledge of website building/management

*Starcross Monastic Community is an Equal Opportunity Employer. Applicants are considered 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.*