



## Stillpoint: The Center for Christian Spirituality

For nearly 40 years, Stillpoint has offered formation programs for spiritual companionship. Our mission is to support spiritual seekers in the ancient tradition of spiritual direction. Today we continue to form people in this sacred art of deep listening in an ever-changing spiritual landscape of the 21 Century, so the experience of God being present and working in our daily lives is witnessed.

### **WE ARE SEEKING...**

A Technical / Administrative Assistant with the following qualities:

1. Likes variety in their work.
2. Is energized by trying to figure things out.
3. Is creative and loves a good challenge.
4. Wants to make a difference in the world.
5. Enjoys the freedom of working from home and scheduling work around their life instead of life around their work.

### **SKILLS NEEDED**

Good organization skills.

Good at troubleshooting and problem solving.

Good with technology.

Self-directed...in getting work done and learning new technology and processes.

### **TECHNOLOGY WE USE**

Constant Contact

Dropbox

Google Forms

Microsoft Excel/Word

Zoom

DonorPerfect

Google Drive

Google Sheets/Docs

Squarespace



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### TYPICAL JOB DUTIES

- Maintain DonorPerfect database (add/edit records; create and maintain report filters, coded fields, export templates, email templates; create reports for other staff/instructors; maintain integration between DonorPerfect and Constant Contact; export financial data for board meetings and QuickBooks).
- Create and send eBlasts via Constant Contact.
- Create and maintain online forms for our training programs and events.
- Maintain website calendar (Squarespace).
- Update website pages as needed (Squarespace).
- Assist in coordinating/working one-day contemplative retreats.

### HOURS / COMPENSATION

Part-time, up to 20 hours per week

Hourly rate: \$20

### HOW TO APPLY

Email your resume and cover letter to [admin@stillpointca.org](mailto:admin@stillpointca.org).

### TIMEFRAME

We will start the interview process in mid-February. Our goal is to select the right candidate by the end of February so we can start training in March.

We believe the journey into our depths provides a foundation needed for our soul's transformation and these journeys are what are helping in the transformation of the world.

We are excited and ready for you! Are you ready to join our team and help make this transformation happen?