Director of Operations and Outreach
Starcross Monastic Community

Medical Insurance Reimbursement
Free and Required On-Site Housing - a private bedroom in a large farmhouse with shared common spaces

Starcross is not your typical workplace. For many, Starcross is a space of transformation, connection, and spiritual reflection. As both a nonprofit organization and an intentional spiritual community, we're dedicated to contemplation, stewardship, service, and care for people and the natural world.

We are looking for true generalist interested not only in nonprofit work, but also in intentional community living. This role may be a strong fit for someone drawn to spirituality, ecological stewardship, contemplative practice, and living in closer relationship with the natural world.

As Director of Operations and Outreach, you will be living with other community members, seasonal volunteers, and will be expected to proactively engage in our community life. All residents share responsibility for living together and for cultivating a healthy communal environment. You will help care for shared spaces, contribute to the quality of life within the home, and participate in building a culture of hospitality, respect, and mutual support. Being part of a tight-knit community that shares similar values and supports each other's passions is a rewarding experience for many.

Life here involves shared work, flexibility, and participation in communal living. All residents are expected to step in where support is needed, whether that's assisting with community projects, preparing for events, helping to maintain shared spaces, or lending a hand during busy seasons. Working at Starcross often means wearing many hats and contributing where needed as part of a small community in a remote place.

If you are interested in this position but have important considerations or existing commitments holding you back from applying, we encourage you to reach out. We recognize that relocating to a remote place

involves careful planning, and we are open to answering any questions you may have.

How to Apply: Interested individuals should contact Sister Julie at sj@starcross.org. Please submit a resume and a detailed cover letter by email as soon as possible. The position will remain open until filled.

Operations and AdministrationSupport day-to-day nonprofit operations and administrative tasks

- Create meeting links and send out meeting reminders to board members
- Prepare board materials and agendas
- Track spending and assist with financial reporting in partnership with the office manager
- Move strategic priorities from planning into implementation

Communications, Marketing, and Development

- Develop newsletters, email campaigns, donor communications, and community updates
- Manage Facebook and Instagram content and maintain digital communications
- Create flyers, graphics, and promotional materials using Canva
- Lead Annual Fund and Giving Tuesday planning and implementation
- Prepare fundraising materials and stewardship communications
- Promote programs, retreats, events, and seasonal initiatives

Community Programs and Outreach

- Coordinate retreats, school visits, seasonal programs, and other community events
- Lead twice-monthly food pantry operations
- Build relationships with schools, nonprofits, businesses, and community partners
- Manage participant communication, volunteer documentation, and other pertinent materials
- Represent Starcross through outreach efforts and local partnerships

Volunteer and Residential Community Coordination

- Recruit, orient, and support volunteers and residential community members
- Coordinate volunteer scheduling, housing logistics, and communication
- Collect agreements, waivers, and required documentation
- Foster a welcoming and respectful community environment

Harvest and Product Operations

- Coordinate annual olive harvest planning, volunteer crews, and harvest logistics
- Organize volunteer meals, housing, scheduling, and harvest supplies
- Support fulfillment of online orders and maintain inventory systems
- Coordinate local product sales, tastings, and seasonal promotions
- Track inventory and product supply needs

Publications and Technology

- Coordinate the Friday Reflection series, including writer communication, editing, formatting, and publication support
- Update website content, online calendars, and community information
- Troubleshoot basic technology issues for staff as needed

Preferred Qualifications

- Bachelor's degree preferred
- Experience in nonprofit administration, operations, communications, development, or related fields
- Strong written and verbal communication skills
- Strong organization and project management skills
- Experience with email marketing platforms, Canva, Google Workspace, spreadsheets, and nonprofit technology systems
- Ability to work independently and manage competing priorities
- Interest in ecology, spirituality, agriculture, community building, environmental stewardship, or humanitarian concerns
- Spanish language skills helpful but not required

Personal Requirements

- Valid driver's license and personal vehicle
- Comfortable living and working in a rural environment

- Sense of humor
- Strong interpersonal communication skills
- Ability to work collaboratively within a small community organization
- Up-to-date vaccinations preferred
- Four-week trial period followed by a two year commitment
- Interest in long-term community participation welcomed

- 10 hours of community work in return for room and board. Additional work hours paid @ $18.50/hour like all residents.