



Position Title: Outreach 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 an Outreach Assistant to support our online presence, develop growth strategies and marketing campaigns, and to improve engagement and tracking with donors. This role is great for a self-starter who is eager to grow their experience in non-profit work as well as with supporting the digital outreach for a small business.

Core Responsibilities:

- **Maintain Starcross websites**
- **Digital Community Outreach**
 - Manage Social Media Accounts
 - Instagram & Facebook (4 total)
 - Connect with local non-profits, farms, business, and individuals
 - Promotion and content creation for Special Events



- Collaboration with Professional Assistant and others as needed
- Maintain profiles on outreach sites (WWOOF, Workaway, FarmTrails, etc.)
- **Marketing & Development**
 - Manage Online Shop & Produce Stand
 - Support Sister Julie with product development, sales & promotion of Olive Oil, Books, and other items sold online and in our Produce Stand
- **Donor Relations Support**
 - Organization, tracking and maintenance of CRM (Little Green Light)
 - Developing improved communication strategies and long-term donor campaigns
 - Support for Annual Fund Drive

Skills & Qualifications:

- 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
- 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, Canva, 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. 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.