

CENTER FOR SPIRITUAL LIVING BELLINGHAM

Position Description

Administrator

POSITION TYPE Full-Time (Non-Exempt)	PAY GRADE \$22.00 – \$27.00 / hour
WEEKLY SCHEDULE Sunday – Thursday	WEEKLY HOURS 40
REPORTS TO Spiritual Director	DEPARTMENT Administration

POSITION OVERVIEW

The Administrator serves as the operational hub of Center for Spiritual Living Bellingham, ensuring that the daily administrative, financial, communication, and facility functions of the Center operate smoothly. This position supports the Spiritual Director, Board of Trustees, volunteers, members, and visitors while helping create a welcoming, organized, and spiritually aligned environment. The Administrator manages office operations, coordinates administrative systems, supports financial processes, oversees facility logistics, and partners with staff and volunteers to advance the mission of the Center.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Office Administration: 70%

Maintain efficient daily office operations, including communications, scheduling, records management, office systems, supplies, and general administrative support, including administrative support for the Spiritual Director. Support member engagement through record and contribution management. Coordinate the administrative needs of classes, workshops, special events, and Sunday services, including registration systems, communications, logistics, and volunteer coordination. Maintain accurate organizational information across internal databases, calendars, websites, newsletters, and other communication platforms.

Financial Administration: 20%

Support the Center's financial operations by processing contributions, maintaining donor and pledge records, coordinating deposits and payments, preparing reports, and working closely with the bookkeeper and finance volunteers.

Facilities & Vendor Coordination: 10%

Serve as the primary administrative liaison for building operations, contracted vendors, rentals, maintenance scheduling, and facility access.

EXPECTATIONS

- Demonstrates professionalism, discretion, and confidentiality.
- Exercises sound judgment and problem-solving skills.
- Maintains accurate records and organized systems.
- Builds positive relationships with staff, volunteers, members, renters, and vendors.
- Supports the mission, vision, and values of Center for Spiritual Living Bellingham.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

- Three or more years of administrative or office management experience.
- Strong organizational, project coordination, and copyediting skills.
- Excellent written and verbal communication.
- Experience with Microsoft Office Suite or equivalent office software.
- Experience with QuickBooks or equivalent bookkeeping system.
- Ability to learn and utilize organizational software and databases.
- Ability to manage multiple priorities with attention to detail.
- Ability to work collaboratively with staff and volunteers.

PREFERRED QUALIFICATIONS

- Experience in a nonprofit, church, or mission-driven organization.
- Familiarity with donor or membership databases.
- Social media, marketing, and communications experience.
- Completion of a Center for Spiritual Living accredited class or familiarity with Centers for Spiritual Living.

BENEFITS

- \$300/month reimbursement towards personal healthcare insurance (no plans offered internally)
- 15 days PTO (vacation/wellness) plus 11 federal holidays & Dec office closure (3 days)
- Free CSL Accredited Classes (excluding practitioner classes)

This job description is intended to describe the general nature and level of work performed by the person assigned to this position. It is not intended to be an exhaustive list of all duties, responsibilities, or qualifications. Responsibilities may change as organizational needs evolve.