



Overview: Waterspirit, a nonprofit center for spiritual ecology, is seeking a full-time Program Manager. This position reports directly to the Executive Director. Our small team and spirituality-driven mission make working at Waterspirit a special experience. Waterspirit is committed to diversity and to building an inclusive environment. We encourage members of historically excluded communities to apply.

Position: Program Manager

Location: Rumson, NJ

Salary: \$60,000 plus benefits

Time Commitment: This is a full-time, non-exempt position that may require occasional travel as well as some night and weekend availability.

To Apply:

Please e-mail your resume/CV and cover letter to jobs@waterspirit.org.

Duties and Responsibilities:

- Design, promote, and implement our ongoing programs, including seasonal celebrations, meditations for Earth, book clubs, eco-anxiety support groups, educational programs, and community events;
- Expand our presence in Monmouth County, NJ through programs-related outreach;
- Create ongoing opportunities for volunteer involvement and steward new volunteers;
- Curate relevant website, social media, newsletter, and other media content in collaboration with the Waterspirit team. You would have primary responsibility for creating programs-related communications;
- Coordinate with advocacy campaigns and fundraising initiatives as appropriate;
- Other duties as required.

Qualifications and Requirements:

- Passion for spiritual ecology and willingness to learn about the charism of the Sisters of St. Joseph of Peace.
- At least 4-5 years of related professional experience;
- Excellent written and verbal communication skills (basic graphic design skills a plus);
- Excellent organizational skills, planning capability, and attention to detail;
- Ability to form connections with and create content for diverse audiences in communities of different faiths, backgrounds, and ages.
- Ability to travel and work nights or weekends as needed.

About Us:

Waterspirit is a nonprofit center for spiritual ecology sponsored by the Sisters of St. Joseph of Peace. Through programs and advocacy, we promote the personal and systemic transformations needed for a flourishing earth with clean, safe water for everyone. Our headquarters occupy Lenni Lenape land (Rumson, NJ). For more information, please visit www.waterspirit.org.