

## **Community Development Manager Job Description (Part-Time)**

The Community Development Manager is an essential partner with Soul Care's owner in providing a welcoming and inclusive place for learning about and practicing spiritual wellness and rest. This person takes the lead in coordinating and promoting monthly programs; helps nurture and support the community which includes Partners, Kindred Soul members, program attendees, and guests; and builds awareness, engagement, and sales on our social media platforms and groups.

The successful candidate for this position will have excellent writing skills, simple graphic design skills, experience using electronic communication tools, and a willingness to learn new systems. This position is very detail and people-oriented and depends on organizational, problem-solving, and time management abilities, as well as an approachable, collaborative, and flexible work style. The successful candidate must be a self-starter, capable of doing research, have a heart for equity and inclusion, and a positive attitude.

Experience with content management systems, social media scheduling and posting, video conferencing, and Google applications is required. Specific experience with WordPress, MailChimp, Canva, and Zoom is preferred. Must be able to lift/carry tables and chairs.

Experience working positively with diverse populations including gender, socioeconomic status, race, religion, sexuality, age, and ethnicity is preferred. Experience or demonstrated interest related to personal development, wellness, or spiritual/faith development is preferred.

This is a part-time job for 20 hours per week with a flexible schedule. Pay is \$11/hour. There is an expectation to work on-site either Saturday or Sunday during the day and work scheduled evening programs (live or online). However, our hours and on-site work is currently limited due to COVID-19.

The Community Development Manager is also encouraged to plan and present programs or classes on relevant topics. This would be outside and in addition to the scheduled work time and would be compensated in line with other Soul Care instructors.

To apply, send a resume and cover letter to [kellyskinner.soulcare@gmail.com](mailto:kellyskinner.soulcare@gmail.com).

## **Responsibilities and Duties**

### **Coordinate and Promote Programs:**

- Regularly communicate with existing contacts and Partners and develop new contacts to develop program and class ideas in alignment with Soul Care guiding principles. Send and receive program proposals.
- Create quarterly and monthly program/class schedules.
- Create graphics for programs in Canva.
- Add programs/classes to Wellness Living event management system, social media, WordPress website, and community calendars.
- Develop and execute promotional plans to increase awareness and registrations using social media, newsletter, print, etc.

- Send and collect program evaluations. Solicit and respond to Google reviews.
- Assist with managing and supervising virtual and onsite programs including creating and sharing Zoom links and recordings, set-up and clean up, greeting instructors and introducing them, tracking attendees and no-shows, taking payment, and assisting with AV. Problem-solve and handle any issues or questions that arise.

### **Nurture Community:**

- Regularly communicate with existing Partners to provide updates, answer questions, and get information for website, newsletter, blog, social media, programs, etc. Assist with planning and attend monthly Partner meetings.
- Onboard new Partners and Kindred Souls members.
- Manage the Kindred Souls Facebook Group with frequent posting and encourage engagement and interaction among participants.
- Coordinate planning, promoting, and running monthly Soul Care Book Club meetings (virtual and live). Manage the Book Club Facebook Group with frequent posting and encourage engagement and interaction among participants.
- Send monthly birthday cards.
- Assist with planning, promoting, and running monthly Kindred Souls meetings (virtual and live).
- Assist with management and promotion of Soul Care library and coordinate check-out and return of books by members.
- Assist with researching, contacting, and scheduling podcast guests.

### **Manage Social Media:**

- Maintain social media presence on Facebook, Instagram, and YouTube.
- Create a monthly content calendar. Post or schedule posts regularly.
- Write engaging and informative posts with photos and video to promote Soul Care offerings, share content and resources, and build audiences. Respond to comments, questions, and messages.
- Compile monthly statistics reports on traffic and engagement for web and social media.
- Engage on relevant Facebook groups and use direct messaging (DM) to engage with individuals on Facebook and Instagram. Identify and engage with local influencers appropriate to Soul Care.
- Assist with taking photos and videos and writing newsletter or blog content.
- Assist with planning and tracking campaigns to promote specific products.
- Assist with paid advertising.

### **General:**

- Maintain knowledge of and share information about Soul Care offerings including pricing and availability. Upsell additional facilities and services when appropriate.
- When onsite, welcome guests and Partners upon their arrival and assign rooms as appropriate.
- Manage online and phone reservations and walk-ins. Collect payment for walk-ins or onsite purchases.

- When onsite, monitor Soul Care interior and common areas (hall, elevator and stair wells, restrooms) and ensure that the space is clean, tidy and fully-furnished to accommodate guests' needs. Make maintenance requests for cleaning needs in common areas.
- Conduct informational tours for scheduled visitors or walk-ins as needed.
- Assist in creating and managing procedures related to job duties.
- Daily, weekly, monthly time tracking and reflection.
- Meet regularly with the Soul Care owner.

This position will work closely with the owner during a two-week training period. After that time, the Community Development Manager will be expected to work independently with minimal in-person supervision by the owner. The owner will be available by phone or email for questions and assistance.

### **About Soul Care**

Soul Care Urban Retreat Center helps people practice spiritual wellness in their daily life. It's learning, resources, connection, and a quiet place for rest and reflection — all in one convenient location. We're creating a heart-centered community of spiritual practitioners and seekers who are living with intention into our most authentic selves.

We are dedicated to providing a variety of mindfully-designed experiences to help connect with self, others, and the divine. Classes and workshops, personal and group retreats, appointment-based services for mind/body/spirit wellness (massage, spiritual direction, coaching, reiki, etc.), space for stillness, and memberships linking a supportive community are offered. Area groups and businesses can also rent space for private events, workshops, and retreats. This is all done in a relaxed, serene setting.

Everyone is welcome at Soul Care, whether they are engaged with a specific faith community or see themselves as spiritual but not religious. We try to meet people where they are and invite them to learn new ways of engaging with the divine and their authentic inner selves. We are also intentional in making sure that all people from our diverse community feel welcomed and accepted at Soul Care.

### **Core Values**

- **Discovery** - Cultivating curiosity about spiritual truth and openness to a variety of practices. Taking an approach that is equal parts seeker and listener, asking bold questions and tuning into answers.
- **Hospitality** – Thoughtfully providing a welcoming, comfortable environment with a mindset of generosity where people can slow down and feel accepted, wanted, and cared for.
- **Acceptance** - Inviting people from different backgrounds and experiences into community while honoring each person's uniqueness.
- **Connection** - We are not alone. Helping one another listen for, become open to, and respond to the lived experience of seeking meaning and purpose and connecting with something larger than ourselves.

- **Partnerships** - Mutually-beneficial partnerships provide an opportunity to promote the expertise of others in bringing variety, diversity, and new perspectives into our spiritual practices.