

OneLife Institute for Spirituality & Social Transformation

Internship / Employment Opportunity: Available immediately / Open until filled

OneLife Institute is an Oakland-based nonprofit interfaith organization providing resources for the integration of spirituality and social action. Through classes, retreats, publications, events, counseling and consultation services we seek to support and empower individuals and groups in their commitment to personal and social transformation. Please visit www.onelifeinstitute.org to learn more about the organization, its vision and activities.

OneLife is currently recruiting for a part-time associate who will work under the supervision and mentorship of the Director and guidance of the Board to support organizational operations and communication functions. The work schedule is flexible, but will average out to approximately 10 hours per week to start, with a stipend of \$12-14/hour. In addition, the associate would be able to attend all OneLife retreats, classes, workshops, etc. The position can grow with the right individual. People of color are particularly encouraged to apply.

The ideal candidate understands the vision and mission of OneLife Institute, has a strong personal spiritual foundation and practice, and is committed to compassionate social change. Essential qualities include: creativity, reliability, integrity, flexibility, willingness, patience, and kindness.

Qualifications

- Excellent oral and written communication skills
- Strong organizational and administrative skills
- Computer proficiency (preferably Mac, or willing to learn)
- Database and spread sheet capability
- Good interpersonal and community networking skills
- Accuracy, efficiency, and attention to detail
- Self-motivated and able to handle multiple tasks
- Quick learner and willing to develop new skills
- Able to work independently and as part of a team
- Ability to maintain confidentiality
- Ability to work with a diverse array of individuals and groups
- Grantwriting and grants management experience a plus
- Fundraising experience a plus
- Research skills a plus

Application Process:

Please send your resume, two professional references, and a letter describing why you are interested in the position and the skills and experience you would bring to it.

E-mail to: HR@onelifeinstitute.org