



Position: Program Manager

Location: Rumson, NJ

Salary: \$65,000-\$70,000 plus benefits

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

To Apply:

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

Overview: Waterspirit, a spiritual ecology nonprofit, is seeking a full-time Program Manager. This position reports directly to the Executive Director. Our small team and eco-spiritual mission make working at Waterspirit a unique experience. Applicants must be New Jersey residents and have the ability to work from our office in Rumson.

Duties and Responsibilities:

- Design, promote, and implement our ongoing programs, including seasonal celebrations, meditations for Earth, book clubs, eco-anxiety support groups, environmental education programs, and other public events;
- Expand our program offerings through outreach and collaboration, including to schools, community groups, and businesses;
- Create ongoing opportunities for volunteer involvement and steward 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);
- Represent Waterspirit at conferences, community tabling opportunities, and other relevant gatherings;
- Coordinate with advocacy campaigns and fundraising initiatives as appropriate;
- Other duties as required.

Qualifications and Requirements:

- Passion for ecology and spirituality, and commitment to the core values of [Waterspirit](#) and [Peace Ministries](#);
- At least 5 years of related professional experience;
- Excellent written and verbal communication skills, with at least basic graphic design skills (Canva) for event promotion;
- 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 spiritual ecology nonprofit sponsored by the Sisters of St. Joseph of Peace. Through programs and advocacy, we inform, inspire, and empower people of all beliefs to deepen their consciousness of the sacredness of water and the interconnectedness of all Earth's systems. For more information, please visit www.waterspirit.org.