

**EMPLOYMENT OPPORTUNITY**  
**Program Assistant**

**“Love is the core energy that rules everything...**

...love is the one ingredient that holds us all together.” The words of our founder, John E. Fetzer, inspire us in carrying out our mission of **helping to build the spiritual foundation for a loving world.**

Our mission is both aspirational and inspirational. We are persuaded that at this critical moment in human history, a spiritually grounded transformation from separation and fear to wholeness and love is both the next big step forward in humanity’s spiritual journey and the only force powerful enough to save us from doing grievous harm to ourselves and the planet that sustains us. Our spiritually inclusive community of staff and trustees is grounded in love and hope, and committed to supporting a global transformation from fear and separation to wholeness and love.

We are seeking qualified candidates for the position of Program Assistant to provide administrative activities in support of the Spiritual Formation and Spiritual Communities program area.

**The Fetzer Institute: Who We Are and What We Do**

We are a growing community of people who see we’re part of something more. We know that bold love can be a powerful force for good in the face of fear, anger, division, and despair. And we believe the connection between the inner life of spirit and outer life of service and action holds the key to lasting change.

At Fetzer, we work for personal and societal transformation—encouraging the spiritual growth of all people and advancing inclusive communities and institutions around the world.

We envision a world where everyone feels a sacred sense of connection to ourselves, each other, and our planet.

If this work appeals to you, read on.

**Program Assistant: A Typical Day**

As part of our program team, you will provide administrative support in the development, implementation, and monitoring of projects, including research, project management, and meeting coordination. Specifically, you will be:

- assisting with arrangements and materials for on- and off-site meetings, processing collaboration agreements and payments, and assisting in the preparation and submission of project proposals;
- monitoring the project implementation process, including budgets, reporting requirements, payment schedules, and collaboration agreement expirations;
- editing and proofreading documents such as contracts and other business documents;
- making travel arrangements, processing expense reports, and scheduling meetings;
- participating in project meetings;
- utilizing a program management system and filesharing system to maintain project documents;
- conducting internet research and assembling information as requested;
- responding to program partner inquiries regarding projects;
- participating—with staff and guests—in learning experiences that foster spiritual exploration and personal growth; and
- serving on cross-functional teams and committees as requested.

**We invite applications from candidates who have:**

- an associate’s degree and a minimum of five years’ administrative experience or an equivalent combination of education and experience;

- mastery of all Microsoft Office applications and internet research abilities;
- exceptional business writing and editing skills as well as proofreading and document formatting skills;
- an ability to see the larger scope of activities while attending to details and shifting priorities and turning around routine matters in a timely manner;
- experience with scheduling and calendar management;
- demonstrated initiative;
- strong project management skills;
- excellent interpersonal and communications skills; and
- a team-oriented work style emphasizing inclusiveness, collaboration, and flexibility.

### **What It's Like to Work at the Institute**

At Fetzer, we are part of a web of individuals and organizations around the world engaged in this common work. For that reason, we are committed to working collaboratively and grounded in a common vision for a more loving home for all.

Our staff and board members each bring a unique perspective to this work. We describe ourselves as Muslims, Christians, Buddhists, Jews, agnostics, atheists, and some of us claim no specific name or tradition. We seek a sense of connection through religious and spiritual paths, through contemplation, being in nature, and the wonders of the scientific world.

Collaboration, teamwork, dialogue, and deep listening are at the core of how we work. Many meetings begin with a reflection, which might include an embodied or contemplative practice, sharing a poem or short video, or inviting a few moments of centering silence. Our way of working aspires to reflect our organizational values of love, trust, authenticity, and inclusion. We recognize that we all have different spiritual paths and strive to honor this diversity—with humility and joy—in our daily work together.

### **What We Offer**

- an opportunity to contribute to an inspiring mission in an environment that supports personal and societal transformation
- a competitive salary
- a benefits package that supports the whole person, mind, body, and spirit, including
  - medical, dental, and vision coverage
  - contributions to a retirement savings account
  - paid time off
  - life insurance and income protection
  - life-long learning in the form of personal and professional development
  - workplace wellness program

### **We Want to Hear from You**

We invite qualified candidates to send a letter of interest and résumé via email (preferred) or mail, to:

**Email us at: [humanresources@fetzer.org](mailto:humanresources@fetzer.org), referring to “job518” in the subject line, please.**

### **Mail:**

Human Resources  
9292 West KL Ave.  
Kalamazoo, MI 49009

Preference will be given to applications received by June 4, 2018, though this position will remain open until filled.