

The Communities for Spiritual Vitality (Communities) is an initiative through the Episcopal Diocese of Vermont, in collaboration with the Diocese of Massachusetts, whose purpose is to cultivate the spiritual vitality of laity, cultivating their relationship with Christ through spiritual practice in community with the clergy facilitators. The primary focus of the Communities is lay leaders in parishes with part-time, shared, or no priestly presence, trusting that their renewal will have a rippling effect in their parishes and beyond.

The Communities seeks a part-time project administrator to work closely with its director in the organization and execution of its mission. Candidates should be aligned with the vision of the initiative and ideally would be conversant in the world of spirituality. They will possess excellent organizational skills; the capacity to prioritize tasks based on the shifting needs of a nascent 'start-up' ministry; strong communication skills across various constituents – including participants, contractors, church leadership, etc. – as well as the capacity to manage multiple communication threads; and clear clerical skills or the capacity to develop them across various platforms – Microsoft, Google, Squarespace, etc. A flexible, responsive, congenial and collaborative spirit is a must. Willingness to work from Brattleboro, VT at least once a week is preferred; capacity for occasional weekend travel is a plus.

The position may be ideal for someone trying to discern a call to ministry and would provide opportunities for input, feedback, and participation in the design and offerings of the initiative as interest and skills allow.

Primary responsibilities include

- Project coordination
- Workflow and task management
- Documentation and Records
- Communications – email, web, and verbal with various 'constituents'
- Programmatic – for the interested and qualified candidate, the possibility of involvement in programmatic elements of the initiative in collaboration with the director would be welcome

Gender, sexual, and racial diversity is welcome. To apply, please send a cover letter and resume to the director, Rev. Adwoa Wilson: [awilson@diovermont.org](mailto:awilson@diovermont.org).