

Applications for this role have now closed.

Project Administrator

Project Background

Supported by grants from the Templeton World Charity Foundation (TWCF) and the Fetzer Institute, Sacred Design Lab will continue to support the field of spiritual innovation through:

1. Administering the digital platform, resources, and directory at spiritualinnovation.org;
2. Disseminating scholarly insights to spiritual innovators;
3. Compiling case studies of successful spiritual innovation for scholars; and,
4. Convening spiritual innovators for mutual learning and connection, virtually and in person.

Position Summary

The Project Administrator will execute administrative tasks to support the field of spiritual innovation. This includes maintaining and expanding the digital platform at spiritualinnovation.org; managing virtual events for spiritual innovators including webinar set-up; tech management, and event evaluation; monitoring incoming requests from spiritual innovators; and leading on logistics for two in-person gatherings. Further, the Project Administrator will support outreach for case study writing and manage the publication and distribution of all written work coming out of the project through the Sacred Design Lab newsletter and other channels that partner organizations offer.

Digital Platform Administration

- Review, edit, and tag form submissions for the spiritual innovator directory and resource library at spiritualinnovation.org, and email with spiritual innovators about their submissions as-needed
- Upload new resources to the platform on an ongoing basis
- Troubleshoot platform functionality in conversation with web developer

Virtual Event Management

- Schedule event times with speakers and guests
- Set up 12-15 Zoom webinars over 21 months
- Manage breakout groups, music, and presentations
- Create forms and monitor feedback from participants

In-Person Event Management

- Support project lead on securing appropriate venues for two convenings.
- Manage catering, room-set up and other on-site logistics

- Prepare briefing materials (e.g., bios, event details etc.)
- Manage all participant travel, expenses, and other questions

Communication

- Meet weekly with project lead on Zoom
- Regular communication with Sacred Design Lab team via Slack
- Liaise with partner organizations on disseminating blogs, articles and other content
- Reach out to case study subjects and scholars

Administration

- Organize and maintain files in Google Drive
- Create contracts and process payments for vendor bills and honoraria
- Other responsibilities as they arise

Additional Sacred Design Lab responsibilities

- With any remaining capacity, contribute to overall project administration for Sacred Design Lab across all categories above

Qualifications

- At least three years of relevant experience in project administration, event management, or operations.
- Experience coordinating events in both digital and in-person settings.
- Database management experience and confidence working with financial records.
- Experience with Google Drive and Zoom are necessary. Experience with Webflow, Airtable, Netsuite, Salesforce, and Mailchimp are strongly desired but not necessary.
- Excellent communication, organizational, and time-management skills.
- Interest in supporting spiritual innovation and desire to serve this emerging field.
- Kind, collaborative, able to work independently.

Estimated time & hourly rate

- 12 hours per week spread out over at least three days (to maintain workflow.)
- This is a remote, freelance role employed via the [Tides Center](#) of which Sacred Design Lab is a fiscally-sponsored project and does not include benefits.
- \$30 per hour + reparational boost if you tell us you qualify within [our reparations policy](#)
- Temporary position for 21 months starting December 15, 2025

How to Apply

- Send an email expressing your interest to Casper ter Kuile at hello@sacred.design and attach your resume by November 30th.