

Paid Service Opportunities with the Bahá'í National Organization

Associate Editor — Brilliant Star Magazine

The Associate Editor works with Brilliant Star's Editor/Creative Director and Senior Editor to help generate and develop materials for Brilliant Star Magazine and Brilliant Star Online. Responsibilities include writing, editing, interviewing, photo acquisition, distribution coordination, and administrative duties. This key role helps to set the consistent standards of quality and encourages the pursuit of excellence to best serve Brilliant Star's editorial mission and creative direction as an award-winning children's publication of the National Spiritual Assembly.

Executive Aide to National Assembly Secretary — Office of the Secretary

Provides high level, professional administrative support to the Secretary of the National Spiritual Assembly in all routine matters of daily operations and communications and on special projects and assignments; provides administrative support to the Special Assistant for the National Spiritual Assembly/ Operations Manager as needed; and is the initial contact for international, national and local Bahá'í communities and the public wishing to communicate with the Secretary or the National Spiritual Assembly and the primary contact for the Secretary with Bahá'í National Center staff.

General Manager — Bahá'í Publishing Trust and Distribution Service

Oversees the general direction, policies, inter-departmental collaboration, and business and financial operations of the Bahá'í Distribution Service and the Bahá'í Publishing Trust in a manner that ensures a high level of service to the community and creates an environment which assists the growth of a spiritual attitude of service amongst the staff.

Auditor — Finance Office

Protects assets by ensuring compliance with internal control procedures and regulations. Monitors accounting records to determine financial status of approved budgets while maintaining records reflecting the financial health of the organization.

Contributions Clerk — Finance Office

Assists in receiving and processing contributions and other payments directed to the National Bahá'í Fund.

Associate—New Media and Online Outreach — Fund Development:

The Fund Development Associate for New Media and Online Outreach reports to the Content Officer, works as part of a cohesive, fast-paced and creative team of co-workers and demonstrates experiential knowledge of the Five Year Plan.

Special Projects Coordinator — Fund Development

Special Projects Coordinator operates major fund-raising projects and other special fund-related projects.

You may review a more complete job description by visiting the web site <http://www.american.bahai.us/>
Then sign in to view the postings under the tab: **Resources > Service Opportunities.**

All applicants please send cover letter, resume, and summary of Bahá'í activities for past 3 yrs to jobs@usbnc.org

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Stewardship and Relations Officer — Fund Development

The Stewardship and Relations Officer works with Tableau analysis software and the Online Contribution System (OCS) to run reports and analyze the effectiveness of strategies. Develops and carries out best practices of stewardship for contributors, working closely with Office Administration team and Fund Development team.

Accountant (Regional Bahá'í Councils) — Finance Office

The Accountant (RBC) maintains records of fiscal and budgeting controls, ledgers, and other transactions of the Regional Bahá'í Councils.

Senior Administrative Assistant — Finance Office

Provides administrative support to the Finance department. Duties include general clerical, receptionist and project-based work. Projects a courteous and warm image through in-person and phone interaction.

Course Developer and Facilitator — Office of Assembly Development

Advances and prepares materials aimed at development and refinement of capacities within Local Spiritual Assemblies to address the spiritual and administrative affairs of the community. She/he is expected to draw on relevant guidance, and learn about the current reality of Spiritual Assemblies in order to accompany and assist them as they enhance their ability to serve their communities.

Consultant — Community Administration, Evanston, IL

Communicates regularly with individuals and Local Spiritual Assemblies on matters related to the application of Bahá'í laws and teachings in the lives of the believers, the affairs of the community, and the functioning of Assemblies. Compiles, summarizes, and analyzes information pertaining to specific questions and issues. Collaborates with colleagues in efforts to assist local assemblies to develop the capacity to effectively administer the affairs of their communities. (Onsite position only.)

Office Coordinator — Office of Public Affairs, Washington, D.C.

The Office Coordinator performs clerical and general office duties which involve typing, extensive record and file maintenance, daily disbursement of incoming correspondence, and providing support for the work of the office portfolios.

Operations Manager — Louhelen Bahá'í Center of Learning, Davison, MI

The Operations Manager works with the Louhelen Center of Learning Administrator forming the on-site executive management and providing the leadership to ensure the continued development of the institute's internal day-to-day operations according to Bahá'í principles and National Spiritual Assembly guidelines. The Operations Manager supervises all areas of operation and helps to guide the activities of paid employees and volunteer workers. She/he shares in many of the tasks and responsibilities of the Administrator, executes assignments of the NSA, and is supervised by the Education and Schools Director.

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Administrative Assistant — Louhelen Bahá'í Center of Learning, Davison, MI

This is a key position in the administration of all the permanent Bahá'í Centers of Learning. The Administrative Assistant serves as the contact point both internally and externally and makes a major contribution to the initial and on-going impressions of those we serve. He/she assures that all office planning and development projects are completed.

Program Coordinator -- Bosch Bahá'í Center of Learning, Santa Cruz, CA

The Program Coordinator will work with the Program Development Administrator to build capacity with Program Associates in the development, training, implementation, and evaluation of the programs and sessions held at the center of learning where they serve. The Program Coordinator is involved in the center of learning surrounding cluster to gain field experience in the current activities of the Plan.

Learning Coordinator -- Bosch Bahá'í Center of Learning, Santa Cruz, CA

The Learning Coordinator will provide services to assist the Administrative Team with organizing and coordinating the educational, spiritual, and recreational aspect of the Bahá'í Youth Service Corps (BYSC) program by accompanying and encouraging youth volunteers serving at the learning center/institute. The Learning Coordinator will facilitate activities and consultation amongst the youth both individually and collectively to assist them in the development of their potential to be useful and effective human resources once they leave their service positions at the learning center/institute and return to their home communities. The Learning Coordinator reports to the member of Administrative Team responsible for coordination of BYSC.

Internships at Bosch, Green Acre, Louhelen Centers of Learning

The internship program is designed to provide recent college graduates with the opportunity to serve at one of the permanent Bahá'í schools and gain hands-on capacity-building experience. In collaboration with others, interns will have the opportunity to apply spiritual principles to vocational endeavors through the work of the position and through projects developed and carried out during their internship.

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