

SISTERS OF CHARITY OF SAINT ELIZABETH

Maris Stella Retreat and Conference Center, Harvey Cedars, NJ

Position title: Assistant Administrator/Program Director

Accountability: Accountable to the Administrator

Primary responsibility: To promote the mission and ministry of Maris Stella by assisting the Administrator in the general operations at Maris Stella and in planning and implementing retreats and programs to be offered.

Responsibilities:

- Works in collaboration with the Administrator to foster the ministry
- Assists the Administrator in general operations as needed
- Works with the Administrator in planning for and assisting with fund raising activities
- Assists the Administrator in overseeing the activities of summer volunteers
- Plans and implements program expansion incorporating Virtual offerings
- Other responsibilities as requested by the Administrator

Qualifications: Sister of Charity; Woman Religious of another Congregation.

Experience: An interest, knowledge and experience in Retreats, Spirituality or equivalent. Programming and facilities management background.

Education: Masters degree or equivalent

Skills: Organizational and interpersonal skills, team person, ability to network and commitment to the ministry. Computer skills necessary, Social Media and Virtual Programming skills necessary or willingness to learn.

Personal: Ability to integrate Charity charism into the ministry and to be collaborative, self-motivated, flexible. Have enthusiasm for building the ministry of hospitality and commitment to reverence for earth and the environment.

Living:: Full time ministry – reside at Maris Stella year round preferred.

Send Letter of Interest and Resume to:

Attn: Matt Kirnan:

Alondra@bolivarhrconsulting.com