

Event Planner & Property Operations July 2018

Bellarmino Jesuit Retreat House is a ministry of the Midwest Province of the Society of Jesus. The Bellarmine team is committed to fostering the spiritual development of Catholics and people of faith through a variety of retreats and contemporary programs. We work together to provide a sacred atmosphere of quiet hospitality in a setting of natural beauty.

Our full-time event planner and retreat coordinator will be the primary point of contact for retreat house events and will coordinate all contracts and schedules for on-site group retreats and private retreats. Our event planner will report to the Associate Director. This team member will ensure we are prepared to receive groups and guests for all calendared events and manage and schedule retreat inquiries according to our mission. He/she will collaborate with our Executive Chef in managing the kitchen and also strengthen our internal team by providing office support, coordinating in-house team events and fostering a positive, collaborative and joyful work environment.

Primary Responsibilities

- Communicate group's needs to housekeeping, kitchen, office, Jesuit and maintenance teams. Take point with all external groups from inquiry to scheduling, contracting, and billing and maintain group file documentation including insurance forms
- Welcome visitors, process incoming retreat reservations and answer phones
- Complete event sheet for internal teams and serve as the primary point person for in-house groups during their event
- Forward event deposit paperwork and event closing paperwork to Accountant for billing
- Maintain statistics on retreat attendance and survey group coordinators
- Capture and distribute notes from weekly staff meeting
- Support marketing and communication initiatives
- Coordinate Youth Ministers Round Table

Qualifications

- A 4-year college degree and/or relevant work experience
- Open to working in a Catholic organization and coordinating faith based activities
- High level of detail orientation and organization with strong communication and problem solving skills
- Highly motivated with a demonstrated ability to exercise good judgment and discretion
- High level of proficiency using Microsoft Excel, Word, Outlook
- Experience with InDesign, Raisers Edge and social media a plus
- Hospitality Management and/or Meeting Planning experience a plus
- Virtus trained and/or willing to be trained within first month of employment

Benefits

- Excellent Health, Dental and Vision Insurance Coverage
- Life insurance and Disability Insurance
- Generous Paid Time off
- 403b and Pension Savings Plan
- Professional development funding program
- Daily Mass available and lunch is provided