

Bellarmino Jesuit Retreat House is seeking a Retreat Coordinator with a passion for faith-based work and proven success working in a professional environment. If you want to wear a few hats at work, have a passion for service to others, detail orientation and organizational skills, please apply today! A successful candidate will be self-motivated, have a strong faith-life, work ethic, and have the ability to address the needs of faith communities across diverse demographics to deliver the mission of Bellarmine Jesuit Retreat House.

Job Responsibilities

Event planning

- Similar to an event planner, coordinate and schedule retreats with schools, parishes and other faith communities. Manage all aspects of event planning from inquiry to scheduling to contract to billing and maintain all documentation and internal communication
- Primary point person for in-house groups during their retreats

Communications and Marketing

- Create and execute annual marketing calendar to promote our planned retreats and programs
- Design bulletin ads and flyers to support Bellarmine's ministry of Ignatian silent retreats
- Social media promotion of the retreat house mission and events

Ministry Support

- Provide administrative office support including welcoming visitors, answering phone calls and entering reservations in to Raisers Edge
- Manage Resource Center's book displays, inventory and appearance

Requirements

Knowledge of or a desire to grow in Ignatian Spirituality. An undergraduate degree and professional work experience. Ability to communicate across generations and demographics. Demonstrated success generating written reports, organizing projects and meeting deadlines. Demonstrated ability to exercise good judgment, discretion, and confidentiality. Strong computer skills, proficiency using Microsoft Excel, Word, Outlook and familiarity with Constant Contact, InDesign and database systems like Raisers Edge is a plus. Bellarmine Jesuit Retreat House is an equal opportunity employer.

To apply send resume and cover email to: hr@jesuitretreat.org

Salary Commensurate with experience, position is full time with benefits.