



PASSIONIST

EARTH & SPIRIT CENTER

1924 Newburg Road • Louisville, KY 40205 • 502.452.2749 • www.earthandspiritcenter.org

Position Announcement: Retreat Director and Program Manager

The Passionist Earth & Spirit Center is an interfaith, non-profit spirituality center, teaching mindfulness and other contemplative practices for personal growth, communal healing, and ecological care. We seek a full-time Retreat Director and Program Manager, who will lead outdoor retreats and team-building experiences for groups of youth and adults primarily from regional Catholic schools and parishes as well as other organizations. This role also includes some general program management responsibilities.

Classification

- Full-time (average of 40 hours per week, flexible hours), 12 months per year, FLSA salaried exempt, with benefits

Reporting Responsibility

- Reports to CEO

Supervision Responsibility

- Volunteer supervision; no direct reports

Compensation and Benefits

- Salary is commensurate with experience and is benchmarked to comparable positions at other similar nonprofits.
- Benefits include paid holidays, vacation days, and days; SIMPLE IRA with employer match; stipend for medical/vision/dental insurance, and others.

Duties and Responsibilities

Develop, Market, and Deliver Retreat and Team-Building Experiences for Youth and Adults (50 – 65%)

1. Market retreats
 - Network with community leaders and other organizations to promote retreat and team-building programs
 - Collaborate with the Communications and Marketing team to develop, implement, and evaluate a marketing strategy for retreats.
2. Develop retreat and team-building program curricula.
3. Recruit and manage contract labor retreat associates.
4. Facilitate on-site and off-site retreat and team-building experiences.
5. Oversee the maintenance, repair, and potential construction of team-building stations and other outdoor infrastructure that supports retreat and team-building programs.
6. Develop and facilitate a service and leadership program for youth and young adults, to recruit Camp volunteers and retreat associates

General Program Management (25 - 35%)

1. In collaboration with the CEO and Program Committee, ensure the planning and delivery of courses, workshops, and events for the general public, in alignment with ESC's mission and in fulfillment of ESC's strategic goals.
2. Assist in the recruitment of new faculty and the cultivation of current faculty members, including planning and hosting at least two faculty gatherings per year (December and May).
3. Coordinate with faculty and instructors to provide accurate course descriptions and other content for brochures, flyers, website, and social media.
4. In collaboration with Communication Director, ensure that course information is properly entered into Salesforce.
5. Assist Administrative Assistant as necessary with program logistics: registration process, physical space preparation, session administration, faculty payment, program evaluation, etc.
7. Alumni and Community Programs: coordinate with other ESC team members to engage current ESC participants and alumni in service, financial support, continuing education, and community building.
8. As needed, assist the Camp Director in delivering Camp Odyssey. [This may be negotiable as the retreat programs grow and depending on how much labor-power the Camps require.]

Other teaching and facilitation (5%)

1. As time permits and programs require, develop and deliver other educational programs related to mindfulness, communal health, and ecological care.

Mindfulness Mentors support (5 - 10%)

1. Ensure that the Mindfulness Mentors Program stays in alignment with grants, organizational goals, Strategic Plan, mission, and policies
2. Consult with and provide support to the Chair
3. Identify and contact organizations in underserved communities that would be appropriate for the Mindfulness Mentors programming to establish potential relationships
4. Serve as a main point of contact for program inquiries; coordinate recruiting new mentors and mentor orientations, coordinate an introduction of the Mindfulness Mentors' program to all PESC meditation students during each course for recruiting purposes
5. Provide administrative support that includes grant reporting (in collaboration with Development Coordinator), communications, budgeting, and (in conjunction with Chair) identifying and coordinating Salon speakers
6. Ensure monthly contributions to the ESC newsletter regarding Mentor activity
7. Ensure adequate systems for program and mentor development and management
8. Help group members stay accountable to group decisions
9. Help provide and maintain organizational infrastructure to the program and group
10. Manage and organize shared online documents
11. Maintain Mentor calendar and Zoom account

Youth and adult volunteer management (~5%)

- Recruit volunteers (especially youth) from Earth & Spirit Center participants and local community
- Provide volunteer opportunities and coordinate volunteers to staff them
- Track and report volunteer hours
- Provide opportunities to thank and recognize volunteers

Other duties as required, including general office administration tasks when necessary.

Qualifications, Knowledge, and Skills

Education and Experience

- Undergraduate degree required
- Education or experience in event management and promotion, administration, and volunteer management preferred

Knowledge and Skills

- Attention to detail and the ability to manage multiple projects simultaneously and meet deadlines
- Computer proficiency with email, Microsoft Office suite (Outlook, Excel, Word, PowerPoint), Google Suite, cloud-based file sharing, and digital social media in a Windows environment. Experience with Salesforce CRM is not a pre-requisite but is preferred and will be necessary to learn.
- Professional demeanor, strong work ethic and the ability both to self-direct and to collaborate with others in a small, busy, open office environment
- Effective oral and written communication skills
- Strong interpersonal skills, especially with young people
- Knowledge about and passion for issues of contemplative spirituality, social justice, and environmental sustainability, social justice and spirituality, especially mindfulness meditation
- Commitment to diversity, equity, and inclusion, including respect for various religious traditions and diverse cultures

This position is open immediately, until filled. To apply, please email a cover letter and résumé (with references) to Kyle Kramer, CEO, at kyle@earthandspiritcenter.org.