



# Our Lady of the Prairie Retreat

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## **OLPR ASSISTANT DIRECTOR (Full-Time Position)**

**Job Summary:** The Our Lady of the Prairie Assistant Director works collaboratively with the OLPR Director to uphold the mission and core values of OLPR in all matters of general administration, planning, fiscal management, property maintenance, personnel management, public relations, marketing and communication. [www.chmiowa.org/retreat](http://www.chmiowa.org/retreat)

**Mission:** We who carry on ministry at Our Lady of the Prairie Retreat provide hospitality and service in a sacred space of peace and beauty that promotes respect for all creation in the tradition of the Congregation of the Humility of Mary (CHM). We welcome all to come for prayer, spiritual renewal, solitude, conferences and meetings.

**Core Values:** Respects all people, appreciates diversity among people, cultures and spiritual traditions; is well versed in Catholic theology, social teachings and contemporary cosmology. Upholds the principles of sustainability as detailed in the document “Land Ethic and Principles of Sustainability”. (2016-17)

### **Responsibilities**

1. Promote and sustain the mission of OLPR and charism of CHM.
2. Offer hospitality and presence to all guests of OLPR.
3. Maintain the spiritual nature of OLPR.
4. Recruit, train and schedule volunteers.
5. Facilitate program readiness.
6. Oversee the gift shop, maintain inventory and financial records.
7. Supervise housekeeping staff.
8. Work collaboratively with Director and OLPR Staff and Advisory Committee in long range planning, budget, fund development and financial reporting.
9. Work with Program Assistant in scheduling events.
10. Reconcile credit and debit cards on a monthly basis. Record petty cash expenditures, maintain receipts and replenish petty cash when needed.

### **Qualifications:**

- Dedication to retreat work as a ministry.
- Strong sense of hospitality and collaborative skills.
- Willingness to work a flexible schedule.
- Master’s degree or certification in spiritual direction and/or pastoral ministry preferred.
- Ability to communicate effectively, both verbally and in writing.