In the spirit of hospitality and resonating with The Well’s mission of unity with God, each other and all of creation, the Associate Director is responsible for program function, facilities appearance, and administrative duties related to The Well.

**Principal Duties & Responsibilities:**

- Works in collaboration with the Executive Director and The Well staff to further the mission of The Well as a regional center for the telling of The Universe Story, Caring for Our Common Home and Building a Sacred Community of Well participants.
- Works collaboratively with the Executive Director in the development of an attractive and comprehensive program calendar that reflects the mission of The Well: helps identify and invite presenters that are aligned with The Well’s perspective.
- Responsible for all logistics for The Well programs and events, including but not limited to:
  - all arrangements with presenters, i.e., contracts, fees, tech needs, room arrangement, transportation, accommodations, meals, etc.,
  - program registrations, check-in and money collection, uploading recording depending on ebb and flow of workload.
  - arrangements for attendees including food service, overnight accommodations, special needs, and requests,
  - requisition of payments for speakers,
  - payment of all bills.
- Supervises Marketing and Salesforce Associates.
- Works in conjunction with the La Grange Center Administrator, the Business Office Manager, the Center Food Service Director, Environmental Services Manager and the Housekeeping Supervisor to oversee all logistics for The Well programs and events; including set up, food service, overnight accommodations, special needs and requests.
- Manages rentals and conference space.
- Maintains The Well’s Zoom accounts; schedules Zoom sessions and disseminates these for registration purposes.
- Ensures the facility is maintained daily in a condition suitable for the Ministry.
- Builds relationships with The Well participants and donors.
- Assists in the details of fund-raising events in collaboration with the staff and Board as needed.
- Assumes facilitation of some programs and/or rituals according to skills and interest.

**Knowledge, Skills and Abilities Required:**

- Possesses a strong commitment to the mission of The Well.
- Possess a team spirit and promotes the tone of hospitality and welcome that marks The Well and the LaGrange Park Center.
- Ability to collaborate with others in the decision-making process.
- Ability to work with diverse groups in a manner that creates harmony and promotes cooperation.
- Ability to recruit and organize volunteers to assist with various events and projects.
- Excellent organizational skills, the ability to give attention to detail and anticipate the needs of presenters and participants.
- Ability to vision and dream; hold the big picture.
- Excellent oral and written communication skills.
- Ability to establish and rearrange priorities.
- Other duties as assigned.

**Education & Experience:**

- Bachelor’s Degree
- Two to three years’ experience/training in areas related to the skills and abilities needed for this position.
- Familiarity with the Sacred Universe Story, eco-spirituality, conscious evolution, and the mission of the Congregation of St. Joseph preferred.
- Strong computer skills: Word, Excel, Outlook, Publisher, PowerPoint and ability to learn new software programs as needed.

**Working Conditions:**

- Work schedule requires great flexibility, working periodically on weekends and evenings
- Able to help with set-ups, moving equipment, walking about facility, using stairs, light lifting.

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**Candidates are invited to send letter of interest and resume to Monica Wodke, Director of Human Resources at mwojek@csjinitiatives.org by Friday, September 8, 2023**