



Part-time Hospitality Coordinator Position – 2 openings
See details for each position below

1) Part-time position – general retreats

- Days/Hours: Monday – Thursday 5:00 pm – 9:00 pm
- Potential on-call weekend availability as needed

Responsibilities

- Basic understanding of Catholic liturgical practices
- Sacristan responsibilities include
- Mass, Adoration, Confession set us
- Cleaning altar linens, vestments
- Assist with hospitality and liturgical needs for retreats
- Greet retreat groups and assist with their needs

Personal Characteristics

- Congenial personality / Team player
- Clear, concise communication skills with diverse groups [written and oral]
- Flexible [respond to emergencies to assist retreatants]
- Multitasker

Additional Skills / Requirements

- Microsoft Office [WORD] and Outlook skills

2) Part-time Hospitality Coordinator Position – Family Life Center

- Days/Hours: Friday – Sunday 4:00 pm – 12:00 pm

- Potential extended hours on Sunday as needed.

Responsibilities

- Basic understanding of Catholic liturgical practices
- Sacristan responsibilities include
- Mass, Adoration, Confession set us
- Cleaning altar linens, vestments
- Assist with hospitality and liturgical needs for retreats
- Greet retreat groups and assist with their needs

Personal Characteristics

- Congenial personality / Team player
- Clear, concise communication skills with diverse groups [written and oral]
- Flexible [respond to emergencies to assist retreatants]
- Multitasker

Additional Skills / Requirements

- Microsoft Office [WORD] and Outlook skills