

**BLESSED SACRAMENT CATHOLIC CHURCH  
DIOCESE OF PENSACOLA-TALLAHASSEE  
JOB DESCRIPTION**

EMPLOYEE

JOB TITLE                    Director  
DEPARTMENT                St. John Neumann Retreat Center  
DATE                         06/21/2017  
FLSA STATUS                Full-Time / Exempt

**JOB SUMMARY**

Manage all aspects of the St. John Neumann Retreat Center (Center) including, but not limited to, the scheduling, marketing, personnel and maintenance of the building

**JOB RESPONSIBILITIES**

- Administrative:
  - Schedule hosted retreats in conjunction with the Roman Catholic Liturgical Calendar
  - Coordinate and assist Retreat Masters on the Center schedule, including topics, Masses, Confessions and meals
  - Promote and market retreats nationally, including the Pensacola – Tallahassee Diocese and local parishes.
  - Make reservations and collect payment for services prior to use of the center
  - Welcome retreat guests
  - Schedule group retreats and meetings as well as for individuals for private retreats, facility rental and lodging
  - Assist groups in management of retreat cost, including lodging and food, and scheduling, especially as it relates to meal times
  - Maintain an accurate filing, record keeping and reporting system for all center finance matters
  - Ensure timesheets are received, approved and provided to Parish office in a timely manner
  - Maintain Center library
  - Respond to all correspondence, emails, letter, voicemails, phone calls, etc. in a timely manner
- Facilities Management
  - Coordinate short and long term construction plans with parish administrator, including meeting with vendors, procuring quotes and managing vendors per Diocesan policy.
  - Be available at all times to address any maintenance or safety concerns regarding the Center (internal and external)
  - Collaborate with Parish maintenance supervisor to address maintenance issues and safety concerns
  - Ensure cleanliness via inspections throughout the Center; communicate requirements to housekeeper and cook
  - Communicate to groups, individual guests and tenants regarding their responsibilities in regards to cleaning common areas and individual rooms upon check-in or after use of facilities
- Parish Ministry
  - Administer business operations of the Center at the direction of the Pastor and in accordance with the Parish mission
  - Participate in Parish and Diocese faith building programs and activities, including ministry days and Parish workdays.
  - Plan and coordinate Parish Missions & Evangelization efforts of the parish, including recruiting local and national speakers, scheduling around parish calendar and advertising.
- Website Management
  - Design and maintain the parish and retreat center websites.
  - Update website weekly with current events.
  - Add registration and payment forms on-line for events at the retreat center and parish.

## **SUPERVISION**

SUPERVISED BY: Pastor

SUPERVISES: St. John Neumann Retreat Center Cook & Housekeeper

## **JOB SPECIFICATONS**

EDUCATION: Preferred Bachelor degree. Minimum High school or equivalent.

EXPERIENCE: Administrative and/or management of operations

CERTIFICATIONS: N/A

### EQUIPMENT/SOFTWARE:

- Proficiency in the use of standard office tools (copy machine, etc.)
- Minimum typing 65 WPM with accuracy and transcribing experience
- Strong computer skills are imperative (MS Windows, Word, Excel, PowerPoint, Outlook)

### SKILLS:

- Knowledge of Catholic worship tradition and a theological understanding of the church sufficient to appropriately select music and texts for traditional worship
- Knowledge of Diocesan guidelines and procedures for conducting Catholic music programs
- Must be personable and engaging
- Ability to work cooperatively and work independently without supervision
- General accounting methods and practices
- Be a self-starter and good at multi-tasking and prioritizing projects.
- Able to create an environment that is inviting to people passing through on a daily basis
- Strong organizational skills
- Have excellent command of English language, composition and punctuation

### PERSONAL TRAITS:

- Successful completion of DCFS screening process, including updates and re-testing as required
- Completion of required Diocese processes and documentation, including, but not limited to credit checks, background/fingerprinting, proof of insurance, etc. as appropriate
- Active member of Parish and be a practicing Catholic in good standing
- Faithfully represent the teachings of the Catholic Church with integrity in word and action
- Knowledge of Roman Catholic Church Faith, theology and doctrine
- Possess appropriate self-knowledge ability to share the Catholic faith in a developmentally appropriate manner
- Models Catholic lifestyle / spiritually sound in faith / Behavior sets example
- Always exhibits professionalism, demonstrated by a well-groomed appearance, conscientious work ethic and accountability
- Capable of program coordination, communication and organization (time management, delegation, long range planning)
- Ability to communicate effectively with people from all socioeconomic backgrounds
- Must be able to maintain confidentiality in all Parish matters, including, but not limited to financial records, counseling situations and other private matters
- Must be flexible and able to perform a variety of duties, with the ability to change focus without loss of efficiency or composure
- Volunteer management skills: recruiting, training, supervision and support
- Work collaboratively with others, including, but not limited to staff, parents, parishioners, volunteers and youth

### WORK CONDITIONS:

- Primarily an inside environment, protected from weather, but not necessarily from temperature changes
- An annual performance review will be done with the Pastor.

PHYSICAL DEMANDS/TRAIT: Express or exchange ideas by means of the spoken word; perceive the nature of sounds by the ear; sit for prolonged periods of time; able to lift, carry, push or pull 20 lbs maximum and/or carrying of 10 lbs.

HOURS: Flexible / Weekend hours may also be required depending on church programs and events.

Reviewed/Revised by:

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_