



# 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 the ministry at Our Lady of the Prairie Retreat (OLPR) 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 meeting.

**Core Values:** Respects all people, appreciates diversity among people, cultures and spiritual traditions; is well versed in Catholic theology, social teachings and contemporary cosmology. Uphold the principles of sustainability as detailed in the document "Land Ethic and Principles of Sustainability". (2016-2017)

### **Responsibilities**

1. Promote and sustain the mission of OLPR and the charism of CHM
2. Offer hospitality and presence to all guests of OLPR
3. Maintain the spiritual nature of OLPR
4. Work collaboratively with Director, OLPR Staff and OLPR Advisory Committee in long range planning, budget, fund development and financial reporting
5. Assist Director and Program Assistant in scheduling events
6. Assist Director with program and facility readiness
7. Oversee volunteers: recruit, train and schedule volunteers
8. Supervise the housekeeping staff: schedule and review their work
9. Coordinate meal planning: oversee the purchase, preparation and serving of food
10. Oversee the Gift Shop inventory and financial exchange
11. Submit to CHM Finance Office all reconciled financial transactions related to OLPR operations

### **Qualifications:**

- Dedication to retreat work as a ministry
- Strong sense of hospitality
- Willingness to work a flexible schedule
- Ability to communicate effectively in verbal and written communication
- Commitment to collaboration
- A Master's degree in Christian spiritual or related field or certification in spiritual direction ministry is preferred

**Application:** Applicants are requested to send a cover letter, resume, three professional references and to give a range of an expected salary. This full-time salaried position includes medical benefits, vacation, holidays and housing if the applicant lives at OLPR. **Due Date: May 15, 2018 (May 1, 2018)**

Email application to [mvogel@chmiowa.org](mailto:mvogel@chmiowa.org) or mail to S. Mary Ann Vogel, Congregation of the Humility of Mary, 820 West Central Park Avenue, Davenport, IA 52804 Attn: Our Lady of the Prairie Retreat