



PALLOTTINE RENEWAL CENTER

Position Title: Retreat Coordinator

Position Summary:

The Pallottine Renewal Center seeks to fill the full-time position of Retreat Coordinator. The Retreat Coordinator's primary role is to undertake outreach to and foster relationships with groups who desire to hold retreats at the Pallottine Renewal Center.

Essential Responsibilities and Duties:

- Carry out duties and responsibilities consistent with the mission and ministry of the Pallottine Missionary Sisters.
- Serve as primary outreach person for potential retreat groups and give tours to interested retreat groups.
- Work with retreat group leaders from the point of scheduling a retreat through to follow-up after the retreat has concluded.
- Communicate effectively with PRC staff regarding the needs of retreat groups.
- Coordinate and execute marketing initiatives for the PRC, including quarterly newsletter, social media networking, blog, and parish outreach.
- Provide on-site office coverage during weekday and weekend daytime hours.
- Respond to retreatant needs and creatively solve problems as they arise.
- Manage administrative tasks, including answering the phone, collecting mail, and others as assigned.
- Weekend work required.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Required Characteristics:

- Exceptional interpersonal skills
 - Strong administrative and organizational skills, including basic computer skills
 - Reliability
 - Excellent written and verbal communication skills
 - Ability to multi-task
 - Attention to detail
 - Strong work ethic
 - Demonstrated success solving problems creatively
 - Ability to work effectively on a team
- 15270 Old Halls Ferry Road, Florissant, Missouri 63034-1611 ● 314-837-7100 ● fax: 314-837-1041 ●



PALLOTTINE RENEWAL CENTER

- Completion of bachelor degree

Desired Characteristics:

- Experience attending or leading a retreat
- Formal study or strong interest in theology

Physical Demands:

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing this job, the employee is regularly required to have full range of mobility in upper and lower body, be able to reach overhead, be able to work in various positions, including, but not limited to, stooping, standing, bending over, sitting, kneeling, squatting for periods of time, and descending and climbing a short flight of stairs.

Application Process:

A background check will be required. Interested parties should submit a cover letter and resume by email to Angela Carlin, Assistant Director, at angela@pallottinerenewal.org.

About the Pallottine Renewal Center:

The Pallottine Missionary Sisters came to the St. Louis area with the mandate to reawaken faith and love and to empower the laity. In 1969 the Renewal Center was built to serve as a noviciate, provincialate and retreat house. For over 40 years Pallottine Center has been a ministry of the Pallottine Missionary Sisters, who continue to support and guide the mission of the Renewal Center. Catholic in identity and ecumenical in hospitality, the Pallottine Renewal Center is located on 83 acres in Florissant, MO, and hosts retreat from groups of all ages, backgrounds, and faith traditions.