MSBT is seeking a **Full Time Retreat Coordinator** to support Mother Boniface Spirituality Center located in Far NE Philadelphia, directly next to Father Judge High School.

**Job Description - Event Coordination**

- Process event inquiries from intake to implementation. Inquiries may come via phone, email, website, and/or in-person inquiries. May be the first point of contact in booking events.
- In collaboration with the Executive Director, assess the full needs of the individual, group, and/or organization to support their retreat and gathering as needed.
- Develop and maintain positive relationships with all individuals, groups, and organizations utilizing the Mother Boniface Spiritualty Center for gatherings and retreats.
- Coordinate logistical support for events by effectively collaborating with operational departments, that is food service, maintenance, and housekeeping services, to arrange for support and internal services.
- Ensure that retreat rooms are set up to meet the required needs for event activities and presentation. This includes arranging for audiovisual needs and table and chair arrangements.
- Process event agreements and ensure their accuracy. Send to host coordinators in a timely fashion. In collaboration with the Executive Director, assess fee structure for groups.
- Process all event invoices and collect deposits and payments recording them accurately and timely.
- Keep record of all payments and report to Executive Director of any payments and balances that are outstanding and overdue.
- Create and post event directional signs, welcome signs and room assignment notices within the facility.
- Coordinate and file all event specific documents, keeping them organized and easy to locate digitally.
- Close all events by taking down event signs, checking rooms for readiness for next group, and notifying any maintenance needs to Executive Director.
- Welcome and host groups during the event and provide onsite event support.

**Program and Retreat Registration**

- Manage the registration process for MBSC programs and offerings. Develop registration lists for each program that includes contact information and payment status. Communicate to participants any updates to support their readiness to participate in programs and retreats.
- Assist in the creating marketing materials and social media posts for programs and retreats. Materials will align with the branding requirements.
- Keep a current database, effectively communicating program details to participants, and process all program payments.
- Process all payments for programs and record all deposit and payments accurately and timely.
- In collaboration with the web development team, support updates on the MBSC website and offer recommendation for improvements and change.
Administrative Support

- Actively participate in staff meetings and provide updates and recommendations to improve services and programs.
- Process and record all donations to the MBSC and process thank you cards. Maintain current a donor database.
- Periodically Change and update the door code for the entrance into MBSC.
- Follow up on Retreat Evaluations
- Order office supplies and maintain the copy/room space
- Provide administrative support to the MBSC staff team,
- Keep the Executive Director current with updates.

Requirements

- 2-4 years’ experience in hospitality or church management preferred, or any satisfactory combination of experience and training that demonstrates the ability to perform the above-described duties.
- Experience with event coordination and retreat planning.
- Knowledge and understanding of Catholic Church and organizations preferred.
- Must be detail oriented with strong organizational skills and experience with handling financial transactions.
- Fluent in Microsoft Office applications, especially in Word, Excel and Outlook.
- Experience with social media posting (Facebook and Instagram)
- Ability to welcome all who visit the MBSC with the utmost respect and openness.
- Excellent and effective interpersonal and communication skills, and the ability to work well with people of all ages
- Open to listen and to diverse opinions and perspectives.
- The ability to be flexible, especially in regard to this positions’ work schedule, and possess a willingness to adapt to changing situations and to learn new tasks
- Continuing education is encouraged, including seminars and conferences deemed necessary by the Director.
- A Degree in Pastoral Ministry, Social Work, Business Management / Administration, Theology etc., preferred.
- Non-Profit Experience is a plus.
- Bilingual English/Spanish is a plus.

For more information you are welcome to contact Human Resources at 215-335-7576 or email HRDirector@msbt.org.

You may apply directly online or send a cover letter along with your resume and salary requirements for consideration to the email above.

EOE