

## **Bethany Retreat Center Job Opening**

### **Program Manager**

#### **A little about us who we're seeking:**

YPWC's Bethany Ministries exists to nurture the restoration of others. Our various ministries do this in some different ways as we focus on mind, soul, spirit, and physical surroundings. As a grassroots organization we value prayer, hospitality, simplicity, and service. We seek an energetic, outgoing individual who enjoys organizing and orchestrating events and programs. We are looking for a program manager to help us reach our aggressive growth goals through planning overseeing retreats and annual events. The ideal candidate is a good leader who can keep track of multiple retreats, and collaborate with our internal team and outside retreat leaders to keep a regular ongoing stream of retreats available for spiritual growth.

#### **Job Specs:**

- Title – Retreat Program Manager
- Reports to – Executive Director
- Salary - \$17 per hour
- Location – Blended: Onsite and remote work
- Work Schedule – Part Time 20 hours per week, flexible schedule

#### **What you'll do:**

- Plan and implement spiritual retreats and events to meet our organization's objectives
- Schedule our future slate of retreats
- Recruiting and coordinating with retreat leaders on retreat descriptions, plans, space needs, and schedules
- Coordinate with retreat volunteers
- Oversee retreat evaluations and summaries
- Maintain appropriate retreat records and reports
- Regularly measure and report progress

#### **What you will work within a larger team to achieve:**

- Oversee retreat and event budgets and ensure best use of resources
- Implement our pricing strategy to achieve budget and organization goals
- Control costs and monitor expenses vs. retreat revenue
- Work with kitchen, housekeeping, and property staff and volunteers

#### **Who we're looking for:**

##### **Characteristics:**

- Passionate about our mission and ministries
- Organized and outgoing
- Self-motivated
- Engaging communicator
- Spiritual strengths and a desire to share them
- An ability to tackle new plans and programs
- Kind and collaborative

##### **Qualifications:**

- Bachelor's degree

- Demonstrated talent for organizing and overseeing events
- Knack for learning new technology, including Microsoft 365 and Google Suite

If interested please send cover letter and resume to: Sr. Suzanne Thibault,  
[bethanyyouthcenter@gmail.com](mailto:bethanyyouthcenter@gmail.com) or mail to: PO Box 129, Frenchville, PA 16836