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 or mail to: PO Box 129, Frenchville, PA 16836