

Job Title:	Director of Operations	Job Category:	Administrative
Location:	St. Francis Retreat Center		
Level/Salary Range:	To Be Negotiated	Position Type:	30-40 Hours Per Week
HR Contact:	Fr. Ken Laverone OFM Executive Director	Date Posted:	October 17, 2019

Applications Accepted By:

FAX OR EMAIL:

Fax number 831-623-9046
Tel: 831-623-4234
Subject Line: Director of Operations Position

MAIL:

Fr. Kenneth J Laverone OFM
St. Francis Retreat
P.O. Box 970
San Juan Bautista, CA. 95045

Job Description

ROLE AND RESPONSIBILITIES

Work in Conjunction with the Executive Director
Oversee and Supervise Managers of Kitchen, Housekeeping, Maintenance, Accounting, Guest Relations
Coordinate IT & Lan Functions
Prepare Quarterly Newsletter
Prepare Financial Reporting
Prepare Corporate Reporting
Assist in Fund Raising Programs
Assist in Ongoing Capital Project Supervision
Assist in Grant Writing

QUALIFICATIONS AND EDUCATION REQUIREMENTS

BACHELOR DECREE OR EQUIVALENT
HUMAN RESOURCES
GRANT WRITING
MANAGEMENT

PREFERRED SKILLS

Non-profit Work Experience
Familiar with or willing to learn Roman Catholic Church Procedures and Language
A familiarity with, or an Openness to Embrace the Franciscan Mind and Hospitality
Excellent Computer Skills: Microsoft Word, Excel, Page Maker, QuickBooks, eTapistry
Excellent Human Relation Skills

ADDITIONAL NOTES

St. Francis Retreat is a ministry of the Order of Friars Minor (Franciscans) of the Roman Catholic Church. The retreat center provides and/or sponsors spiritual programs for people of all ages and faiths. In its 70-year history it is a safe place of hospitality, reflection, and rest.