



TITLE: Administrator- SSJ Center for Spirituality

REPORTS TO: Sponsorship Coordinator

SUMMARY: The House Administrator, as a vital team member, serves the mission of the Sisters of Saint Joseph by collaboratively overseeing the Center for Spirituality, Ocean Grove. The Administrator will work with the Program Director and team members, fulfilling duties and responsibilities as listed below. The person in this full-time, year-round position reports to the Sponsorship Coordinator.

RESPONSIBILITIES:

- Commits to the mission and vision of the Sisters of Saint Joseph.
- Understands and commits to the mission and vision of the Center.
- Oversees all matters pertaining to the Center's office and the operation of the house, including:
 - Communication with vendors and cleaning services
 - Coordination of schedules/duties of staff and volunteers
 - Ensuring house cleanliness and safety
- Maintains financial oversight including the payroll and budgetary processes
- Works collaboratively with retreat teams in preparation for events
- Hires, manages, and annually evaluates staff
- Nurtures and cultivates relationships with neighbors and with the Ocean Grove community
- Ensures compliance with local and state regulations
- Performs other duties as needed

SHARED RESPONSIBILITIES:

- Creates and maintains a welcoming environment of warm hospitality for all retreatants and guests reflective of the mission and charism of the Sisters of Saint Joseph
- Establishes and maintains a positive culture of collaboration and mutual accountability
- Coordinates programs with all team members in order to meet the needs of retreat and program participants
- Convenes and facilitates weekly/monthly staff meetings
- Serves as resource for overnight/on-call contacts



SKILLS AND KNOWLEDGE:

- Ability to work collaboratively and communicate effectively with all associated with the Center as well as the Congregational Offices of Sponsorship, Communication, Finance, and Plant Management
- Ability to work effectively in a team environment
- Strong organizational skills and the ability to communicate effectively both verbally and in writing
- Proficiency in Microsoft Office: Word, Excel, Power Point and ability to facilitate Zoom and hybrid programs

QUALIFICATIONS - EXPERIENCE

- Bachelor's degree with a minimum of 2 years in relevant spirituality and/or retreat ministry
- Ability to build relationships with people from diverse backgrounds with sensitivity to language as it impacts race, gender, culture, and faith
- Ability to adjust personal schedule to meet the needs of the position

Interested qualified applicants are asked to email cover letter and detailed resume to Human Resources Director, Pat Harrington, at pharrington@ssjphila.org.