



Retreat and Program Coordinator (#2024-01)

Location: 219 19 Ave SW, Calgary, AB, T2S 0C8

The FCJ Christian Life Centre (also known as the FCJ Retreat and Conference Centre) is looking for a skilled and dynamic Retreat and Program Coordinator to conduct retreats and programs that reflect the FCJ Centre's mission, vision, and cultural values.

Position Overview:

As a Retreat and Program Coordinator at the FCJ Centre, you will play a vital role in ministering to individuals and groups through workshops, retreats, and programs. Working closely with the FCJ Centre Directors, you will facilitate transformative experiences for participants, incorporating various activities using a range of media such as talks, arts, dramas, music, and prayer. Your role extends beyond the Centre, as you engage with schools, parishes, young adults, and families, bringing spiritual enrichment to diverse communities.

Responsibilities:

Program Management and Retreat Development

- Develop and implement new and innovative programs to promote the growth of all programs and the FCJ Centre
- Develop engaging content and activities aligned with the Centre's mission and the needs of participants and society.
- Responsible for workshops and retreats, overseeing all aspects from planning to execution and evaluation.
- Provide pastoral support and guidance to participants throughout the duration of programs, fostering an encouraging and inclusive environment.
- Establish retreat policies and procedures and communicate these to retreat groups
- Communicate with retreat leaders prior to arrival and welcome retreat groups
- Market FCJ Centre retreats and programming experiences
- If the retreat is off the premises, send contracts, invoices, and deposits, and coordinate with the Centre accountant
- If the retreat is on the premises, coordinate with booking coordinator

Communication and Coordination:

- Work closely with the FCJ Centre's facilitation team and/or the Executive Director to plan and facilitate workshops, retreats, and outreach events.
- Coordinate with communications officer, coordinator, and another program facilitator (if you are not facilitating).
- Maintain regular communication with coordinator, directors, and communications officer to coordinate schedules, share updates, and address any challenges or concerns.
- Provide opportunities to listen to the needs and concerns of organizations, parishes, and schools
- Actively participate in events and staff meetings as appropriate, contributing ideas and insights to enhance program effectiveness.

The ideal candidate will have:

- Passion for ministry and spiritual enrichment.
- Ability to work collaboratively in a team-oriented environment.
- Organizational skills with attention to detail and accuracy.
- Flexibility to adapt to changing priorities and program requirements.
- Previous experience in retreat facilitation or pastoral ministry, desired.
- Ability to communicate Catholic faith and values.
- Experience in development of Christian programs and retreats.
- Excellent and effective interpersonal and communications skills.
- Ability to work well with people of all ages.
- Enthusiasm, creativity, humor, leadership skills, and individual initiative.

Hours of Work:

A normal work week is expected to be 40 hours. Flexibility for some evening and weekend commitments is required.

Remuneration:

The Retreat and Program Coordinator receives an annual salary of between \$54,000 and \$57,000 depending on skills and experience. We are interested in candidates who are willing to commit to an initial three-year term of employment, with the possibility of renewal.

To apply:

Qualified candidates are invited to send their application to Whitney Nagasan at director@fcjcentre.ca by 12 noon on July 2, 2024. Please include "Application for Retreat and Program Coordinator" in the subject line of your email.

Your application should include a resume and a cover letter that outlines why you feel that you are the best candidate for this position. Please include in your resume the names and contact information (email and phone number) of three referees who can speak to your skills and administrative/leadership experience.

All applicants will be informed of the progress of their application. Please note that if you are selected for this position, you will require a Vulnerable Sector Police Information Check.