

Job Title:	Director of Operations	Job Category:	Administrative
Location:	St. Francis Retreat Center	549 Mission Vineyard Road	San Juan Bautista, CA
Level/Salary Range:	To Be Negotiated	Position Type:	30-40 Hours Per Week
HR Contact:	Fr. Ken Laverone OFM Executive Director	Date Posted:	March 31, 2022
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			
<p>ROLE AND RESPONSIBILITIES</p> <p>Work in Conjunction with the Executive Director Oversee and Supervise Managers of Kitchen, Housekeeping, Maintenance, Accounting, Guest Relations. Twenty-three employees full and part time. 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</p> <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <p>BACHELOR DECREE OR EQUIVALENT HUMAN RESOURCES GRANT WRITING MANAGEMENT</p> <p>PREFERRED SKILLS</p> <p>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</p> <p>ADDITIONAL NOTES</p> <p>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 75-year history it is a safe place of hospitality, reflection, and rest.</p>			

