



Fr Bernard Youth Center

Job Title:	Retreat Office Coordinator	Job Category:	Full Time
Location:	FBYC Main Center/ Hybrid	Position Type:	Non-Exempt
Salary Range:	\$20.00- \$26.00 an hour	Travel Required:	Occasional local driving
To Apply, Contact:	Emma Seiler Executive Director Emma@fbyc.info 503-845-5440	Benefits:	Health Care Stipend, OregonSaves retirement savings plan

Job Description

Role and Responsibilities

Team Responsibility

As a member of the FBYC Team, the Retreat Office Coordinator is required to offer hospitality to the retreatants and groups who use our facility. This may include offering a warm greeting, offering direction to bedroom space, answering questions of the group leaders, doing orientation at the beginning of the retreat and checking out retreatants at the end of their time.

Primary Duties

- o Maintain the Facility Calendar for all internal and external retreats, workshops, and events.
- o Maintain files of all groups, retreats and programs as noted on the calendar. This includes the preparation, distribution and follow up of contracts and invoices.
- o Schedule priests for sacraments and catering for meals as needed for retreats and programs.
- o Ensure room and dorm set-up for each retreat and program. Includes assuring the facility is neat and tidy for guests.
- o Set up basic technology such as projector, sound system, microphones, as needed.
- o Perform cleaning and laundry as needed of the main Facility as well as the Dorm Space.
- o Oversee custodial services. This includes housekeeping of both the main facility and the Dorm space.
- o Plan and prepare budgets for repairs and capital improvements.



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- o Maintain all fixtures, furnishing and decorations including sacristy and chapel. Includes ordering sacramental supplies.

Secondary Duties

- o Answer phone and emails as needed
- o Participate in staff meetings, offer suggestions for improvement in operational efficiency and guest relationships.
- o Participate in Call to Protect education as provided by the Archdiocese of Portland. Maintain annual re-certification.
- o Participate in continued professional education and development
- o Perform other duties as assigned.

Qualifications and Education Requirements

- o Experience in coordinating workshops, programs, retreats or special events.
- o At least 2 - 3 Years General Office Work with progressive responsibilities
- o At least 2 years of college or related work experience
- o Youth Ministry experience in Catholic youth or campus ministry
- o Able to lift and move 50 lbs., move furniture, walk up and down stairs, and climb ladders

Preferred Skills

- o Familiarity with Catholic Liturgy and sacraments
- o Professional Conduct
- o Good administration and organizational skills
- o Attention to Detail
- o Excellent guest service and problem resolution skills
- o Ability to anticipate and provide for client needs in a hospitality setting
- o Working knowledge of Word, Excel, Publisher, PowerPoint; Google Platform
- o Theoretical understanding of QuickBooks; Ability to learn new software
- o Ability to be flexible and adaptable to changing situations



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Reviewed By:	Marianne Montgomery Sr. Jeanine Tisot, RSM	Date:	July 15, 2020
Approved By:	Sr. Jeanine Tisot, RSM	Date:	July 24, 2020
Last Updated By:	Emma Seiler	Date/Time:	December 3, 2025