



OUR LADY of BETHESDA
RETREAT CENTER
— MIRACLES HAPPEN HERE —

Part-Time Program Assistant Job Posting

Are you looking for a fulfilling opportunity to make a difference in the lives of couples preparing for marriage? Our Lady of Bethesda is searching for a part-time Program Assistant to expand our program team and help us deliver our exceptional Marriage Preparation program, Three to Get Married!

Summary

This position will assist the Program Team in logistical and operational duties before and during Three to Get Married Marriage Prep weekends.

Job Type Part-time and does not include benefits.

Pay \$20 per hour

Send inquiries and resumes to Betsy Ring at

bring@ourladyofbethesda.org

Duties & Responsibilities

This job provides logistical and operational support before and during program weekends. Duties include:

- Set-up/management of event space, ensuring that our guests are comfortable.
- Set-up/management of program materials to be provided to attendees upon arrival and throughout the weekend.
- Set-up/clean-up of refreshments each day (meal prep and serving handled by kitchen staff.)
- Greet attendees as they arrive each day.

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- Act as emcee during the weekend: address the group with welcome comments and relevant information about the program, introduce speakers to the group before each talk, manage program schedule, etc.
- Manage attendance, confirming that participants are present at all talks.
- Coordinate with kitchen staff regarding schedule and special needs of guests.
- Be attentive and sensitive to the needs and questions of attendees.
- Perform sacristan duties, such as setting up for mass and confessions.
- Other duties as assigned by Program Team leadership.

Qualifications

- Self-motivated, with strong desire to work with couples preparing for marriage.
- Great customer service skills.
- Event planning experience a plus.
- Comfortable working independently and part of a team.
- Strong oral and written communication skills; comfortable speaking to groups effectively.
- Strong computer skills (knowledge of Word, Excel required.)
- Supports and upholds teachings of the Catholic faith.
- Knowledge of Catholic marriage and family teaching, helpful.
- Candidate must have reliable transportation as public transportation is not available during the weekends.

Expected Hours

- 1-2 weekends each month, depending on Retreat Center schedule
- Hours during the weekend:
 - Thursday and Friday: 4pm-10pm
 - Saturday and Sunday: 8am-6pm