

Administrative/Operations and Phone Support Position (Remote)

Patris Corde Mission

Patris Corde Hermitage was founded to create a place for Catholic laity, priests and religious to leave the world and encounter God in the silence of a hermitage. Our mission is to build up the evangelical efforts of the Catholic Church by providing a space dedicated to prayer and contemplation, supporting fruitful vocations in the Archdiocese of Denver and beyond.

Please visit our website at www.PatrisCorde.org for more information about our mission.

Position Summary

We are seeking a part time or semi-full time Administrative/Operations and Phone Support Position as we begin this exciting mission of prayer and encounter. This staff member will work directly with the director and will be responsible for administrative needs as well as for speaking with potential retreatants and helping them book retreats at Patris Corde Hermitage. Duties will include, but are not limited to:

- Detailed record-keeping and bookkeeping via company Quickbooks.
- Maintaining donor database and mailing of all retreat center correspondence, including donation receipt letters and newsletters.
- Administrative tasks such as ordering construction supplies for hermitages, creating mailing labels, etc.
- Independent research and ownership of projects that require creative thinking such as researching systems, software, and products needed by the retreat center.
- Speaking to potential retreatants over the phone with warmth and finesse, as well as composing well-written emails to retreatants and managing the company email inbox.
- Booking retreats via online booking software and overseeing the retreat center calendar
- Responsible for ensuring that all aspects of each individual retreatant's preparation and stay are taken care of by ensuring that all processes are followed in a detailed and timely manner and that retreatants are communicated with throughout in a warm manner that reflects our mission.
- Willingness to learn certain design and creative elements needed for updating the retreat center website, designing newsletters, and collaborating on fundraising brochures.

Compensation and Benefits

- Part Time or Semi-Full Time Position with all training provided. A minimum of 4 hours would be preferred each day – from late-morning to late-afternoon Mountain Time or in the afternoon only.
- Pay Range: \$25-\$35 per hour depending on experience and potential. Opportunity for growth.
- Fully remote position.

- Health coverage must be obtained and paid for independently by the employee through their own medical insurance or health share plan.

Qualifications and Necessary Knowledge, Skills, and Abilities

- Positive attitude and willingness to help where needed as Patris Corde Hermitage moves toward our public opening.
 - Strong attention to detail in all administrative tasks, including numbers.
 - Skilled at working with computers and online research.
 - Verbal and written skill and finesse.
 - Problem solving, creative thinking, and analytical skills.
 - Ability to prioritize tasks and deadlines and work independently.
 - Ability to communicate effectively in oral and written forms.
 - Warmth and desire to connect and share the love of Jesus with potential retreatants over the phone.
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- Strong alignment with Patris Corde Hermitage's mission and our core values:
 - Thankfulness: It is our joy to provide and care for this place of refreshment and encounter with God.
 - Humility: We desire to serve our retreatants, donors, and builders with humility and selflessness.
 - Passion: Empowered by the Holy Spirit, we strive for excellence and to work with our whole being, as working for the Lord (Col 3:23).