



Current Opening: Hospitality Manager

The Episcopal House of Prayer is seeking an experienced professional to serve in a mission-critical role enabling all aspects of hospitality for a 12-room contemplative retreat house with an emphasis on Benedictine hospitality. This role performs administrative, organizational, and communications tasks to support a welcoming, safe, and comfortable guest experience for all who visit the House of Prayer in Collegeville, MN.

Required Competencies

This role requires a natural ability to take initiative, work both independently and collaboratively, and a strong desire to interface with people in person, over the phone and via email.

1. Demonstrated success in roles relying on strong organization and communication skills.
2. Ability to plan ahead and address needs proactively.
3. Technical competencies, specifically mastery of Microsoft Office and exposure to Salesforce database or equivalent.
4. Joyful attitude toward the unexpected interruptions which are part of the flow of booking, preparing for, and hosting program and rental stays at the House of Prayer.
5. Ability to be enthusiastic about meeting the needs of prospective and actual guests while standing firm with policies designed to serve the common good of all stakeholders.
6. Extremely resourceful; ability to address issues and concerns from a kind posture and in a well-informed manner.
7. Familiarity with contemplative spirituality.
8. Hospitality industry experience preferred.

Key Areas of Responsibility

With equal attention to ongoing administration and relationships, this position is grounded in the day-to-day flow of activities that support the operation of the House of Prayer consistent with its mission and core values.

1. Office operations (internal and external communications, ordering supplies, team planning, meetings)
2. Hospitality services (tasks as needed, including facility preparedness, rental logistics, greeting arriving guests, etc.)
3. Build and nurture relationships with a growing network of retreat/rental groups.
4. Volunteer development and coordination (volunteers could include greeters, cooks, and building and grounds maintenance workers)
5. Building and grounds oversight and management in collaboration with the Buildings and Grounds Committee.
6. Meet regularly with the Director to set priorities and ensure smooth operations.

Relationships

Reports to: Director

Team members: Bookkeeper, Buildings & Grounds Committee, Community Engagement Specialist, Salesforce Consultant

Supervises: Student Worker, Housekeeper

Stakeholders: Board of Directors, Contemplative Body members, Saint John's University, College of St. Benedict, ECMN

Location

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The Episcopal House of Prayer in Collegeville, MN.

Compensation

Part-time employee. Market-based cash compensation and retirement benefits for 20-hour/week position. The hours worked can be flexible, and sometimes may need to be flexible to meet the needs of guests.

Deadlines

Applications will be accepted through September 30, 2022. The expected start date is October 31, 2022.

Contact

Please reply with cover letter and resume to Christine Luna Munger, Director at directorhouseprayer@csbsju.edu.

Information on the mission, vision and offerings of the Episcopal House of Prayer can be found at www.ehouseofprayer.org.