

## Office Coordinator



### GENERAL SUMMARY

The Christine Center is dedicated to fostering spiritual deepening and well-being through a range of retreats and programs. We seek a full-time Office Coordinator who aligns with our mission and possesses strong organizational and administrative skills. As the first point of contact for the Christine Center, this role is critical in shaping the experience of our guests and in maintaining the relationships that are central to our mission.

In this position, you will play a pivotal role in managing various administrative tasks, maintaining office operations, and ensuring clear communication across departments. The ideal candidate will thrive in a collaborative environment, be people-centered, welcoming, and calm, and be passionate about supporting the mission of the Christine Center through efficient office management and positive guest interactions.

**Time:** Full-time

**Location:** Willard, WI

**Housing:** Option for on-site housing provided as part of compensation

**Compensation range:** \$32,000 - \$37,000 (approximately \$15.38 – 17.79 per hour)

**FREE onsite housing** (\$10,000-\$15,000+ value)

**FREE meals** (\$3,000+ value)

**FREE retreat access** (\$1,000+ value)

**Wellness stipend** (\$2,600)

### PRIMARY DUTIES AND RESPONSIBILITIES

#### *Office Management*

- Oversee daily office operations, ensuring that all administrative tasks are completed efficiently.
- Manage office supplies and inventory, coordinating orders and maintaining stock levels.
- Manage coordination for office equipment purchases and repairs.
- Maintain accurate records and files, both physical and digital, ensuring easy access for team members.
- Assist with the coordination of internal communications, ensuring timely dissemination of information.
- Oversee office organization.
- Train office volunteers and keep materials updated.

#### *Support for Staff and Guests*

- Serve as the primary point of contact for staff and guest inquiries, providing support and information as needed.
- Manage front desk communications, including answering phones, email correspondence, and greeting visitors.
- Manage and update our databases, ensuring accurate and up-to-date records.

- Coordinate with various departments to ensure smooth operation and collaboration across the organization.
- Assist in the preparation and coordination of meetings, including scheduling, agenda, and preparation.
- Facilitate clear communication between staff, guests, and volunteers, helping to foster a welcoming and supportive environment.

### ***Communications***

- Manage communications via email and other platforms, responding to inquiries in a timely and professional manner.
- Manage online reservations and registrations.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### ***Personal Characteristics:***

- Demonstrated ability to maintain and foster an environment of hospitality for guests, visitors, facilitators, and employees.
- Ability to work collaboratively in a team environment.
- Welcoming to people from a range of diverse spiritual backgrounds, identities, and life experiences.
- People-centered, welcoming, and calm in interactions with others.

### ***Experience & Education***

- Preferred professional or volunteer experience in office management, administration, or a related field.
- Post-secondary training or education preferred but not required.
- Professionally has demonstrated decision making driven by values.

### ***Knowledge, skills, and abilities***

- Proficient in using office software such as Microsoft Office Suite (Word, Excel, Outlook, Teams, OneNote).
- Strong organizational skills and attention to detail.
- Excellent communication skills, both written and verbal.
- Ability to manage multiple tasks and priorities in a dynamic environment.
- Experience with databases, ensuring accurate data entry and management.
- Proficient with general office equipment (computers, fax machines, copiers, phones, etc.).
- Demonstrate an ability to learn relevant productivity programs and guest reservation systems.

## **WORKING CONDITIONS**

### ***Community Environment***

Our community fosters collaboration, mutual support, and empowerment. Staff enjoy a serene work atmosphere that embraces open spiritual practices. Daily meditation sessions and community dinners are integral parts of our routine, further enhancing the sense of unity and personal growth among

our team members. This holistic approach not only supports professional development but also nurtures personal well-being.

### ***Physical Demands***

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The person is occasionally required to stand, walk, climb, balance, and stoop, kneel, or crouch. The person must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### ***Work Environment***

The Christine Center's operations are dynamic, with activities often taking place on weekends. We are primarily looking for someone who is available to work every weekend and some weekdays (e.g., Wednesday-Sunday). However, we are open to other scheduling options based on your availability.

### **BENEFITS**

- **Mission and Purpose-Driven:** Be part of work that aligns with our mission of offering contemplative support to persons of all spiritual paths.
- **Health & Wellness:** Access to a tax-free Flexible Spending Account (FSA) funded through employee contributions.
- **Student Loan Forgiveness Eligibility:** Qualifies for Public Service Loan Forgiveness (PSLF) programs due to our nonprofit status.
- **Paid Time Off (PTO):** Take advantage of paid time off to rest and recharge.
- **Free Meals:** Savor nutritious meals prepared on-site during retreats.
- **Retreat Participation:** Participate in some retreats or events at no cost.
- **Friends and Family Discount:** Receive discounts on lodging for friends and family.
- **Community Engagement:** Join weekly community dinners and holiday gatherings.
- **Supportive Environment:** Work in a flexible, compassionate setting where your contributions are valued.
- **Professional Development:** Opportunities for professional growth and development.
- **Onsite Housing:** Optional free onsite housing for deeper immersion in our mission and community.

### **ACCOUNTABILITY**

The person in this position is directly accountable to the Operations Director.

### **DISCLAIMER CLAUSE**

The above statements are intended to describe the general nature and level of work required of the job. They are not meant to be an exhaustive list of all responsibilities, duties and skills required.

To apply, please complete this form: <https://forms.office.com/r/DSeAbRZ7wC>

Send your resume to Jonathan Elmergreen at [jonathan@christinecenter.org](mailto:jonathan@christinecenter.org)