



## **PROGRAM COORDINATOR** **The Christine Center**

Our vision - *spiritual deepening for global transformation – grounded in our core values of contemplation, hospitality, compassion, simplicity, transformation, and care for our Earth community.*

**Location:** Willard, Wisconsin (on-site)

**Status:** Full-time, 40 hours per week, scheduled typically Wed-Sun (non-exempt)

**Hourly Wage:** \$17-19 per hour, based on skills and experience

**Housing:** Option for on-site housing provided (*details below*)

**Reports to:** Director of Programming & Communications

### **ABOUT THE CHRISTINE CENTER**

The Christine Center is an interfaith retreat center and residential community in west central Wisconsin, established by Franciscan Sisters in 1980. The organization is rooted in a legacy of Franciscan hospitality and welcomes individuals of all spiritual paths. We offer a natural woodland sanctuary for contemplation, spiritual practice and community through a wide range of programs and retreats to advance our mission. For 45 years, we have been honored to host practitioners in spiritual and religious traditions, artistic endeavors, social justice, nature/ecology based, and many other areas of practice and study. *All are invited to experience creative self-expression and rich connections in an environment where heart and meaning are a part of everyday life!*

### **POSITION SUMMARY**

The Program Coordinator creates seamless transformative experiences by coordinating logistics, communication and hospitality for programs and events working collaboratively across departments. This role bridges vision with execution – ensuring that facilitators and leaders, along with guests and participants; feel supported, welcomed, and inspired throughout their experience while embodying the values of hospitality, collaboration, and service. This role requires both organizational skill and a spirit of service, balancing attention to detail with the ability to hold the larger purpose of the work. The ideal candidate thrives in a dynamic, collaborative environment and is passionate about making a positive impact in the lives of others, celebrating community.

### **KEY RESPONSIBILITIES**

#### **Program Planning & Coordination**

- Assist in planning and coordination of programs, including all on-site retreats, hybrid retreats, and online events.
- Initiate and execute all pre-program/retreat communication and logistics coordination with facilitators to include space setup options, technology needs, and supplies.
- Greet facilitator(s) upon arrival and conduct venue walkthroughs, adjusting logistics as needed.

- Respond to needs of leaders and participants from arrival to departure, providing information necessary to ensure a positive experience.

### **Hospitality & On-Site Support**

- Prepare and schedule custom communication emails/schedules to guests for their upcoming retreats.
- Respond to all facilitator and guest inquiries in a timely manner.
- Oversee scholarship distribution for guests to include review of applications, distribution of funds, communicate with guest services for processing funds.
- Provide gracious, attentive support to guests, ensuring an exceptional experience from arrival to departure.
- Ensure program leaders are recognized, and participants thanked at completion of retreat.

### **Systems, Communication & Registration**

- Create and maintain all aspects of program offerings including registration, guest communication and zoom set-ups.
- Enter and maintain program data into guest management and registration systems.

### **Collaboration & Evaluation**

- Coordinate with marketing for detailed program display and registration pricing on the website.
- Facilitate weekly meetings across departments to ensure seamless program flow, and request volunteer support as needed.
- Provide support with logistics, communications, and hospitality needs . . . before, during, and after retreat/events.
- Steward the post-program processes through feedback collection and analysis (guests, leaders, team members both written and verbal) and debriefings.
- Archive all program related information, feedback, and contracts for future reference.

## **QUALIFICATIONS**

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

- Desire to contribute to a culture of collaboration, care and excellence that uplifts all regardless of roles.
- Ability to maintain and foster an environment of hospitality for facilitators, guests/volunteers, and staff.
- Reflect a calm and solution-oriented presence while balancing multiple priorities and timelines.
- Commitment to welcome people from a range of diverse spiritual backgrounds, identities, and life experiences.

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

- Required: Bachelor's degree in hospitality, communications, marketing, education or a related field.  
A combination of education and relevant experience is valued.

- Preferred: At least one year of experience in event, meeting or retreat planning and coordination.
- Experience with and comfort learning various software and technology systems.

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

- Excellent verbal and written communication skills, with public speaking ability.
- Strong organization with the ability to manage multiple tasks while remaining detail oriented.
- Proficient in the use of Microsoft 365 (Word, Excel, Outlook) and other applications utilized for reservations, calendar, and project tracking.
- Open, adaptable and willing to learn in a dynamic environment.

**WORKING CONDITIONS**

This position requires on-site presence at the Christine Center (Wednesday through Sunday); occasional one day per week available for remote work. The position requires an individual to stand, walk, climb, balance, and stoop/kneel or crouch; with an ability to lift up to 25 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**EQUAL OPPORTUNITY EMPLOYER**

The Christine Center is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all with accessibility and accommodations in both programming and employment.

**BENEFITS**

- An opportunity to work in a flexible, compassionate setting where your contributions are valued.
- Housing Option on-site at no cost (see “Residency Option” below)
- Nutritious and tasty vegetarian meals provided on-site during retreats
- Four weeks of accrued PTO per year, with rollover options
- Monthly wellness benefit
- Opportunities for personal growth and development (including no cost retreat participation)
- Flexible spending account (employee funded)
- Discounts on lodging for friends and family
- Student Loan forgiveness eligibility, as the position qualifies for public service loan forgiveness (PSLF)

**RESIDENCY OPTION**

In addition, we offer an option for on-site housing within our residential community, for those interested in deepening their spirituality within a community environment. This also offers significant defraying of the cost of housing, utilities and meals. Living onsite provides a unique opportunity to immerse yourself in the Christine Center experience, with easy access to the natural beauty of our woodland sanctuary, campus amenities, and deeper engagement with the Center’s residential and

spiritual community. This benefit helps reduce living expenses and enriches your connection to the work and community. *More details about the residential agreement are provided during the interview for the position.*

## **COMMUNITY ENVIRONMENT**

Our community fosters collaboration, mutual support, and empowerment. Staff enjoy a work atmosphere embracing open personal spiritual practices. Twice-daily meditation sessions and weekly community dinners enhance unity and personal growth among team members. This holistic approach not only supports professional development but also nurtures personal well-being.

## **TO APPLY**

- **Submit a resume and cover letter outlining our qualifications and interest**
- **Email to Linda Cates at [catesservices@live.com](mailto:catesservices@live.com)**
- **By March 20, 2026**