

## **Job Posting: Galilee Centre, Arnprior, ON**

**MISSION:** Galilee Centre is an inclusive centre for retreat and contemplation, rooted in the Catholic tradition and dedicated to fostering community within a sacred environment. Galilee Centre welcomes individuals of all faith backgrounds, as well as those without religious affiliation, who seek opportunities for prayer, reflection, renewal, and meaningful connection with others and with Creation.

### **MANAGER OF SPIRITUAL PROGRAMS**

#### **Position Overview**

The Manager of Spiritual Programs is a part-time leadership role (16 hours per week) responsible for developing, coordinating, and evaluating spiritual programming at Galilee Centre. Working under the direction of the Executive Director, the Manager ensures all programs and their development align with Galilee Centre's mission, vision and values, and the spiritual needs of retreat and program participants. This position requires a passion for faith formation, strong organizational skills, and an ability to work collaboratively with the Executive Director, staff, and volunteers. This role requires independent, innovative thinking and a high degree of self-sufficiency. Partial hybrid work arrangements may be taken into consideration. As the program experiences positive development, opportunities for role expansion may arise. Annually, compensation and/or working hours may be adjusted in accordance with performance outcomes, such as growth in Galilee-sponsored programs, participant numbers, revenue, or community partnerships.

#### **Key Responsibilities**

- **Program Development and Coordination:**
  - Design, develop, implement, and oversee a diverse array of spiritual programs, retreats, and events for individuals and groups of varying ages and backgrounds.
  - Ensure all programming reflects Galilee Centre's mission, vision and values, and fosters spiritual and personal growth.
  - Collaborate with clergy, guest speakers, facilitators, and ministry teams to enhance program quality and variety.

- **Promotion and Management:**
  - Collaborate with staff to promote both short-term and long-term Galilee Centre sponsored programs.
  - Facilitate regular meetings with guests and partners to assess program effectiveness and discuss improvements.
  - Service and maintain the De Mazenod Chapel
  
- **Community Engagement:**
  - Build relationships with indigenous communities, parishes, diocesan offices, schools, and community organizations to promote Galilee Centre's programs.
  - Represent the Centre at community events and in communications with external partners.
  
- **Administrative Duties:**
  - Is a member of the Leadership Team and makes decisions on behalf of the Executive Director during periods of absence, as required.
  - Manage program budgets, scheduling, and logistics in coordination with the Executive Director.
  - Prepare reports, maintain records, and ensure compliance with Galilee Centre's policies.
  
- **Spiritual Leadership:**
  - Serve as a role model of Catholic faith and values.
  - Provide spiritual support to participants as needed.

### **Qualifications**

- Ordained Catholic priest, deacon, religious, or qualified layperson. Ecclesiastical approval as applicable.
- Bachelor's degree in theology, Religious Studies, Pastoral Ministry, or related field; Master's degree preferred.
- Minimum of 3 years' experience in spiritual program development, retreat leadership, or pastoral ministry.
- Demonstrated knowledge of Catholic doctrine, liturgy, and spiritual practices.
- Strong leadership, organizational, and interpersonal skills.
- Ability to work flexible hours, including evenings and weekends as required.
- Excellent written and verbal communication skills (including in-person, virtual and electronic).

- Demonstrated IT literacy, including use of Microsoft Office products (i.e. excel), and Zoom platform. Experience with databases and marketing software preferred.
- Commitment to fostering an inclusive and welcoming environment consistent with Catholic values.

### **Reporting Structure**

The Manager of Spiritual Programs reports directly to the Executive Director and works closely with Galilee Centre's staff and volunteers.

### **Application Process**

Interested candidates should submit a resume, cover letter, and three references to the Executive Director of Galilee Centre via email at [communications@galileecentre.com](mailto:communications@galileecentre.com). Applications will be reviewed on a rolling basis until the position is filled.