



“GO into the whole world and proclaim the Gospel!” - Mark 16:15

Assistant Camp Manager

Please note: The role described below is a self-funded role. Much like FMC’s foreign missionaries must raise financial support before being sent out to the nations, the successful applicant for this role will also have to fundraise his or her entire salary. More details below.

People all over the world are living and dying every day without knowing the love of Jesus. Founded in 1997, Family Missions Company (FMC) exists to address this injustice. We are an apostolate of lay, Catholic foreign missionaries committed to sharing the Gospel, serving the poor, and making disciples. When we share the Good News and make real friendships with the poor, lives are transformed, hope is restored, and the Kingdom of God grows!

This position is an extraordinary opportunity to support FMC’s mission by working alongside our Camp Manager to manage, coordinate, and fulfill the missions of Stillwater Catholic Retreat Center and Our Lady of the Bayous (“OLOB”) Retreat House as places of encounter with Jesus Christ, which fuel the fulfillment of the Great Commission.

PRIMARY RESPONSIBILITIES

Retreat Marketing

- Develop and cultivate relationships with parishes, ministries, and other groups to share vision and opportunity for Stillwater and OLOB Retreats.
- Host tours of the facilities to interested parties.

Oversee Grounds & Facilities

- Assist Camp Manager in maintenance of Stillwater Catholic Retreat Center.
- Take over primary care for OLOB, both the Facility and Property:
 - Property Maintenance - Mowing, weedeating, bush trimming, brush and branch burning.
 - Facility Maintenance - including but not limited to managing supply inventories, regular inspection and repair of facility interior and exterior, and developing a working knowledge of building systems (HVAC, plumbing, electrical, water, and wastewater).
 - Coordinate with contractors for repairs that cannot be fixed by the Assistant Manager.
- Seek community involvement in big work projects.

Hospitality & Point of Contact for Retreat Groups

- Welcome retreat groups at arrival to Stillwater and/or Our Lady of the Bayous.
- Act as point of contact for emergencies and/or general maintenance needs for groups.
- Follow up with group leaders to obtain feedback to improve guest experience.

Budget & Finance

- Collaborate in the development of Retreats budget with Events and Programs Manager.



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Stateside Mission Trip Hosting

- Plan and lead all aspects of Stateside Mission Trips, including spiritual formation sessions, prayer experiences, service projects, meals & catering, Desert Day, Cajun Fun Night, etc.
- Recruit, prep, and empower a team of local disciples and/or stateside FMC missionaries and staff to join the ministry team

Host & Hospitality for FMC Events at Facilities

- Act as host and hospitality for FMC events taking place at OLOB, including but not limited to Year in Review, Debriefing Retreats, Board Meetings, and Come & See Weekends.
- Collaborate with other FMC staff in the planning, preparation, and execution of FMC events.

Other duties as assigned.

QUALIFICATIONS AND REQUIREMENTS

The ideal candidate will be detail-oriented, resourceful, capable of working independently but also a great teammate, an excellent communicator, and possess the following qualities:

- Practicing Roman Catholic in good standing with the Church with strong, personal alignment with FMC's mission to share the Gospel, serve the poor, and make disciples of all nations.
- Background in retreat, camp, parish, and/or youth ministries (preferred).
- Possesses the Core Values of FMC and a desire to grow in them.
- Possesses a desire to join in FMC's prayer and community life.
- Possesses a humble, coachable spirit and is eager to receive feedback.
- Passionate about sharing FMC's mission with people outside of FMC.
- Takes joy in working as a servant-leader and pursuing excellence in work.
- Familiarity with budgeting, customer experience, and business processes (preferred).
- Basic skills in: carpentry, plumbing, electrical, HVAC (and/or ability to learn).
- Able to find creative solutions without needing to hire outside contract labor.
- Thrives working individually and collaboratively.
- Willingness to live on-site and fundraise salary (training and coaching options available).
- Available to work regular hours, plus weekend hospitality and maintenance (as needed).

COMPENSATION

As full compensation for all services provided, the expected monthly salary range is between \$3,750.00-\$4,583.33, with housing provided, as outlined in FMC's Policy and Procedures Manual. Such payments shall be subject to such normal statutory deductions by FMC. As mentioned above, compensation at the aforementioned rate will be dependent upon the Assistant Manager successfully fundraising his/her salary. FMC staff in self-funded roles fundraise their entire economic footprint at FMC, including any payroll taxes or other expenses.