



“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 is an extraordinary opportunity to support FMC’s mission by working at the direction of our Camps & Retreats Manager to manage, coordinate, and fulfill the missions of Stillwater Catholic Retreat Center (“Stillwater”) and Our Lady of the Bayous (“OLOB”) Retreat House as places of encounter with Jesus, 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 buildings and grounds Stillwater & OLOB. Includes but is not limited to:
 - Property Maintenance - Mowing, weedeating, bush/tree trimming, & brush burning.
 - Facility Maintenance - Helping to manage 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).
 - Contract for repairs that cannot be fixed by either the Manager or Assistant Manager.
- Coordinate community involvement in big work projects.

Hospitality & Point of Contact for Retreat Groups

- Welcome retreat groups at arrival to Stillwater & OLOB.
- 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.

Hosting Events at Stillwater & OLOB

- Assist the Manager with the planning of Stateside Mission Trips, particularly service projects, meals & catering, Cajun Fun Night, etc.



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- Assist with hospitality for FMC events taking place at both facilities, 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

Compensation will be commensurate with experience in accord with FMC’s Policy & Procedures Manual. Housing will be provided. All payments to the Assistant Manager shall be subject to normal statutory deductions by FMC. **FMC staff in self-funded roles fundraise their entire economic footprint at FMC, including any payroll taxes or other expenses.**