

# MORNINGSTAR ADVENTURES, INC.

## OPPORTUNITY

Posting Date: March 7, 2017

Position Identification: Program Manager; full-time; FLSA exempt

## POSITION SUMMARY

MorningStar Adventures, Inc., is seeking a Program Manager with strong office administration, outreach, program development, and communication skills who is eager to help create and provide a nurturing, safe, hospitable space, foster a caring community, and coordinate programming opportunities for individuals seeking personal and spiritual growth in connection with nature, in solitude, and with others.

The property of MorningStar consists of 135 acres, mostly wooded, with a creek running through. The property is located between Cadillac and Big Rapids, MI along the White Pine Trail and close to US-131. There are five retreat cabins on the property. Through its programs and events, MorningStar affirms, guides, and celebrates personal journeys towards integrated lives of mind, body, soul, and spirit. Service is focused toward women. Men who are seeking to become more spiritually integrated are also welcome.

MorningStar is in a transformative phase. Its founding Executive Director retired in 2016. The organization is seeking a candidate for this position who is motivated to grow, and grow with, the organization.

## RELATIONSHIPS

Reports to: MorningStar Board of Directors

Supervises: Property Maintenance Coordinator and volunteers

Works with: Board of Directors, customers (program, retreat, and event participants), service delivery partners and program facilitators, donors, community members, neighbors, the general public, and the media

## RESPONSIBILITIES

- Work with the Board of Directors to develop ideas for programs which promote MorningStar's vision and mission.
- Develop operations and program budgets in coordination with Board of Directors.
- Coordinate bookings and manage the master calendar of activities for the property, including cabin use.
- Recruit, train, and coordinate volunteers.
- Supervise the work of the Property Maintenance Coordinator.

- Maintain and prepare cabins for retreat use by visitors.
- Coordinate marketing and communications for MorningStar programs and events.
- Coordinate website and social media maintenance with vendors and volunteers to ensure that new and accurate information is posted and updated regularly.
- Manage and maintain a donor database/mailing list.
- Coordinate with the Board of Directors on fundraising activities.

## DESIRED SKILLS, QUALIFICATIONS AND EXPERIENCE

- High school diploma
- Experience in education, public relations, hospitality or retreat management, spiritual growth, and/or the nonprofit sector
- Strong organizational skills
- Experience managing and supervising staff, volunteers, or contractors
- Excellent time management skills
- Experience entering and managing data; experience with bookings systems is preferred
- Ability to work very flexible hours, including weekends and evenings
- A commitment to personal growth, self-care and reflection
- A demonstrated respect for the Earth

## COMPENSATION

The Program Coordinator position is a full-time FSLA exempt position with a salary range of \$18,000 - \$20,000 annually commensurate with experience. MorningStar is a lifestyle retreat and this position requires on-site residence. Housing at a cabin on the property will be provided to the successful applicant at no charge. Utilities and property maintenance (snow plowing, etc.) are included.

## PREFERRED START DATE

May 1, 2017

## TO APPLY

Please email your resume, a cover letter that addresses your qualifications and suitability, and contact information for at least three professional references to Rebecca Kirk, President of the Board of Directors at [morningstar.retreatcenter@gmail.com](mailto:morningstar.retreatcenter@gmail.com). Please include the heading **PROGRAM MANAGER POSITION** in the subject line of your email.

The MorningStar board will begin reviewing applications after March 31, 2017. We will continue to accept applications until the position has been filled.

*MorningStar Adventures, Inc. is an equal opportunity employer and will not discriminate in employment, promotions, or compensation on the basis of sex, age, race, religion, color, national origin, marital or veteran status, or disability.*

## MORE ABOUT MORNING STAR

Providing a nurturing, hospitable space, holistic resources, and a caring community, MorningStar affirms, guides, and celebrates women's journeys towards integrated lives of mind, body, soul, and spirit. We also welcome men who are seeking to become more spiritually integrated.

In order to bring forth this vision the people who work here must also live this journey to integration. This may look different for each individual yet needs to include a commitment to:

- A recognition and respect of Spirit and the desire for personal spiritual growth
- A dedication to the creation of a sense of safety for all who walk upon this land
- A personal practice of self-care and reflection
- A dedication to developing a community that utilizes respectful, open communication procedures and mutually supportive relationships with all team members