



Lighthouse

FAMILY RETREAT

ORGANIZATION: Lighthouse Family Retreat
PURPOSE: Strengthening families living through childhood cancer
JOB TITLE: Retreat Operations Coordinator
LOCATION: Atlanta, GA

PURPOSE

Our Retreat Operations Coordinator will work within the Retreat Team to ensure supplies, paperwork and schedules are finalized and ready on retreat. Showcasing extreme attention to detail and strong organizational skills, this person will have a direct hand in providing a restorative experience for our Retreat Families.

Great organization and communication skills are critical to success. Fluency in Microsoft Office, especially Excel will assist with organizing, tracking and reporting on program details.

PRIMARY RESPONSIBILITIES

- Responsible for managing all “customized” fulfillment/hospitality supplies for retreats, including all swag items. This includes sorting and organizing as well as ordering these supplies and shipping to and from all relevant retreat locations.
- Assist with prepping bins and supplies for all types of retreats and re-organize post-retreats.
- Working within an internal retreat team, responsible for 10-15 retreats, owning the logistics and paperwork for each retreat.
- Coordinate catering needs for 10-15 retreats.
- Assist with inventory and fulfillment training for Summer Staff.
- Assist in updating and maintaining retreat manuals.
- Assist in coordinating Be Rich and other Retreat Team Service Projects.
- Assist with prep and execution of load-in, load-out, and any week-long retreat location moves during Spring Break, summer and Fall retreats. Serve on a minimum of two Weeklong, One-Day, or Weekend retreat teams.

QUALIFICATIONS

- Must believe in the mission, direction of the organization & love Jesus
- Must have a college degree. Preferably in Business/Logistics
- 2-3 years experience, previous experience in logistics and/or operations preferred
- Ability to travel up to 30% annually

PERSONAL QUALITIES

- Strong leader
- Balance of results and relationships
- Operations/logistics mindset
- Highly relational
- Excellent communication skills – both verbal and written
- Organized
- Self-starter with the ability to work independently