



Mercy Ecology, Inc. • 15 Highland View Road, Cumberland, RI 02864-1124
Mercy Ecospirituality Center • 56 Howard Hill Road, Benson, VT 05743 • 802.537.4531

JOB OPENING - MERCY ECOSPIRITUALITY CENTER COORDINATOR, BENSON, VT

Work as part of a team and live at Mercy Ecospirituality Center, coordinating care of the Center, land, animals, facilitation of programs, and hospitality for guests.

Essential job functions:

- Embrace and support the mission “to inspire reverence for Earth and to work toward the sustainability of life by acting in harmony with all creation.”
- Live at the Center, create and maintain a spirit of hospitality for guests, provide a comfortable space, nourishing meals and opportunity for quiet and reflection.
- Participate in developing annual operational plan and budget,
- Participate in annual evaluation of programs and mission effectiveness,
- Oversee upkeep and maintenance of the Center, assist with care of the gardens and animals,
- Coordinate meal planning, preparation and grocery shopping for guests,
- Collaborate with the Program Coordinator to promote and facilitate programs.

Qualifications:

The requirements listed below are representative of the knowledge, skill, and/or ability required:

Enjoys interacting with and providing hospitality for guests, meal planning and preparation,

Knowledge of ecospirituality, love of nature, gardening, and animals,

Ability to inspire and facilitate groups,

Collaborative and able to work as part of a team with flexibility and creativity,

Able to manage a budget and facility management,

Self-directed with the ability to work independently,

Computer skills: Microsoft Office.

Education and/or Experience:

Education and/or prior experience in Ecospirituality, gardening, facilities management,

Experience and ease in cooking for groups, care of a household, managing a budget

Experience with groups of students and volunteers,

An understanding and commitment to the Critical Concerns of the Sisters of Mercy.

Demonstrated collaborative managerial/leadership abilities in planning, organizing, and community relations.

Send Resume and Cover Letter to Sister Anne Curtis, RSM, Executive Director,
acurtis@sistersofmercy.org

9-2022