

Registrar
Holy Name Passionist Retreat Center
430 Bunker Hill Road
Houston, TX 77024

Job Description – Registrar (Part-time position, 25 – 30 hours per week)

The Holy Name Passionist Retreat Center Registrar will in coordination and collaboration with the Director, Administrator, and staff function as a hospitality Ambassador for the retreat center. As an ambassador the Registrar will greet guests personally via telephone, email, mail and other correspondence with exuberance and cordiality. The Registrar is responsible for aiding, greeting, and registering guests for our Catholic retreats. This includes working with our promotional committees, weekend hosts and hostesses, coordinating the retreat center data base, calendar, reporting tools and website as well as preparing information for the retreat center newsletter and other publications.

The Registrar will manage expectations of retreatants including special diets and other needs as guests prepare for their time at the retreat center and periodically greet the groups as they arrive. The Registrar will also market the Retreat Center to maximize occupancy and utilization that fit within the mission and strategy set forth by the Director and Administrator.

Skills and tasks include great interpersonal and communication skills, teamwork, strong computer skills, proficiency in Microsoft Office and other computer software. English, Spanish bilingual skills would be greatly beneficial for this role.

This is a part-time role of 25 – 30 hours per week.

Suitable candidates may email a cover letter and a current resume to Deacon James Anderson at:
Janderson@Passionist.org

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As a Roman Catholic organization, Holy Name Retreat Center seeks to conduct its affairs with integrity, fairness, and Christian ethical standards in communion with the Magisterium of the Church – as well as abide by all applicable federal, state, and local statutes and regulations. All employees enjoy the benefits of our reputation and are obligated to uphold it in all their activities. Employees are encouraged to share their concerns and suggestions they feel impact the good of the retreat ministry at Holy Name Retreat Center.