

Pearlstone Job Description

Title: Project Coordinator- Retreat Jewish **Department:** Hospitality
Reports to: Chief Operating Officer
Date revised: January 2022 **Status:** Salaried, Exempt

The Retreat Jewish Coordinator position is a full-time salaried role intended to both support the Retreat Jewish initiative as well as general operations at Pearlstone. Retreat Jewish is a unique seed program designed to build infrastructure, support and raise the profile of Jewish Retreating on a national basis. Retreat Jewish will engage two cohort groups and take them on a journey of education, camaraderie, sharing and growth over a six to eight-month period. The ideal candidate will have a strong work ethic with excellent project management skills, supported by their solid organizational and time-management abilities, as well as excellent attention to detail, good verbal and written communication skills in English, and provide excellent customer service and maintain a professional demeanor. Pearlstone is not close to public transportation, so reliable personal transportation is highly recommended.

Organizational Background

Pearlstone is a dynamic and multi-faceted 180-acre campus that is home to a retreat center, outdoor environmental educational programs, an organic farm, and community sustainability initiatives impacting over 22,000 annual participants pre-pandemic. Pearlstone is also becoming the new national headquarters for Hazon, leading a transformative movement deeply weaving sustainability into the fabric of Jewish life, in order to create a healthier, more sustainable, and equitable world for all. Pearlstone and Hazon's legal merger (expected in summer 2022) will bring two of North America's strongest and most successful Jewish retreat centers under one organizational umbrella, positioning this new entity to help lead field-building efforts in the Jewish Retreating movement of which we are an important part.

Pearlstone Brand Values:

We are inspired each day to live by the values that help to define the Pearlstone experience:

- Welcoming all peoples with loving warmth, Pearlstone provides a nurturing space which enables meaningful interactions and inspires groups to connect and grow.
- We help people simplify and focus on the fundamental elements of life.
- We connect people to the land so they can understand and value the connection between *Adam and Adamah*; people and earth.

Job Summary:

COHORT COORDINATION

- Recruit cohort participants, including creating RFP, candidate review and interviews, reference checking and organizational statement of support and intent.
- Develop six to eight-month curriculum that culminates in a three-day cohort gathering.
- Develop monthly educational content and recruit guest speakers as needed on topics of interest, and coordinate logistics.
- Provide regular individual follow-up with individual cohort members to gauge experience and support their educational objectives.
- Liaise with Project Consultant on cohort recruitment, content, evaluation, grant utility and project progress.
- Coordinate cohort gathering event including the recruitment of speaker talent, housing, food service, transportation, etc.
- Leverage the cohort gathering as an example of the highest standards of hospitality.
- Ensure timely receipt of all needed documentation, (i.e., food allergy or dietary restrictions, rooming lists, guest requests, room sets, etc.)
- Work some evenings and weekends as required to effectively facilitate cohort sessions.
- Monitor grants to cohorts to provide guidance and counsel and ultimately ensure matching dollars are fully leveraged to promote Jewish retreating in the local arena.
- Compile necessary reports and disseminate information as needed to appropriate colleagues and Project Consultant.
- Communicate guest changes (*e.g.*, to guest counts, to food restrictions, to room sets, etc.) in a timely manner to other Departments.
- Prepare banquet event orders, event scheduling, and floor plans for sets, as necessary.
- Provide detailed invoices of all Cohort related charges.
- Ensure timely preparation/delivery of final invoice.
- Attend and facilitate Cohort planning meetings.
- Participate in bi-weekly meetings with Project Consultant.

GENERAL OPERATIONS

- General operations tasks and duties, including but not limited to:
 - Coordinate Safety and Security Protocols and Training with Chief Operating Officer
 - Address all IT needs
 - Work with Security Firm on monthly schedule
- Support the Chief Operating Officer's administrative duties such as correspondence, schedule, and electronic files
- Emergency Text Alert System
- Manage Staff Lunch Sign-up

- Ensure front office/office supply area are neat and organized
- Distribute mail
- Maintain staff physical mailboxes
- Maintain scanning destinations on printer/scanner/copier
- Contact copier vendor for maintenance requests and supply replenishment
- Maintain postage machine
- Other task/duties as assigned

Pearlstone Employee Standards:

- Be a team player.
- Sustain a positive, enthusiastic and professional attitude at all times.
- Accommodate requests with a smile and “let me see what I can do” attitude.
- Adhere to supervisor directives.
- Maintain a professional appearance and demeanor.
- Arrive prior to the scheduled starting time, properly dressed and prepared to work.
- Perform all duties in a timely, accurate, honest, and professional manner.

Education and Experience:

- College degree required.
- Previous hospitality experience: 3-5 years (Preferred)
- Professional Development: 5 years (Preferred)
- Event planning: 3 years (Preferred)
- Marketing: 2 years (Preferred)

Skills/Requirements:

- Proficient with Microsoft products.
- Good verbal and written communication skills in English.
- Strong customer service and time management skills.
- Detail oriented and able to multi-task.
- Must possess a solid work ethic with strong organizational and time-management skills, excellent attention to detail, professional verbal and written communication skills in English, as well as provide excellent customer service.
- Must maintain a professional demeanor.
- Must be able to adapt to changing situations.
- Ability to work well both independently and in a team environment.
- Flexibility to accept new responsibilities and direction as necessary.
- Needs to be receptive to and accepting of guidance from others.
- Good sense of humor welcome.
- Ability to deal with difficult people and problems and work with a diverse group of people.

- Constructive problem-solving attitude.
- Ability to adapt to changing priorities.

Mental, Physical and Visual Skills:

Must be able to follow written, verbal, or diagrammatic instructions with several concrete variables. Able to add, subtract, multiply and divide whole numbers, and do calculations involving fractions, decimals and percentages. Ability to understand and follow verbal or demonstrated instructions; write identifying information; request supplies verbally or in writing. Have visual requirements of mid-range vision.

Working Conditions:

This is an EXEMPT position with varied work hours with varied work setting. Works in a normal hotel environment and limited outdoor settings.

This job description does not state or imply that the above are the only duties and responsibilities assigned to the position. Employees holding this position will be required to perform any other job-related duties as requested by Management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Frequently cited statistics show that women and underrepresented groups apply to jobs only if they meet 100% of the criteria. Pearlstone encourages you to break that statistic and apply.

Evaluation:

Ninety days from date of employment date. Annually thereafter.