

Hospitality Coordinator

Circle Lake Retreat Center

Office of Family Life Ministry

The Archdiocese of Galveston-Houston, led by Daniel Cardinal DiNardo, is a multicultural, vibrant Church with active members from every continent of the world. We pray and celebrate in over 14 languages, and we also participate in evangelization, community life, and service activities, in the name of our Lord, Jesus Christ.

Circle Lake Retreat Center within the Archdiocese of Galveston-Houston is nestled in 45 piney acres surrounded by vibrant wildlife and 15 acres of peaceful lakes in Pinehurst, Texas located just 40 miles north of Downtown Houston and conveniently accessible from the 249 Tollway, 10 minutes North of Tomball and can accommodate any retreat, reunion, or meeting size. Circle Lake features 17 beautifully landscaped homes. The fully functioning homes can accommodate 5 to 17 people. They come configured with 2 or 3 bedrooms and bathrooms, a complete kitchen, a living room, and a porch.

The Archdiocese of Galveston-Houston is seeking suitable candidates for the position of Hospitality Coordinator at Circle Lake Retreat Center, part of the Office of Family Life Ministry. This position reports to the Hospitality Manager. The Hospitality Coordinator must be passionate about hospitality and retreat management to effectively receive and process incoming requests for reservations, interact with retreat leaders and retreatants, and promote the appropriate use of the Center. The Hospitality Coordinator will be required to provide outstanding results in best practices of customer care, identifying opportunities to secure reservations, and identifying continuous improvement opportunities.

Education/Experience Requirements:

Great interpersonal skills and a GED with excellent results are required. Some college in the hospitality industry or business administration is a plus. Parish, front-line retail experience, and speaking Spanish are also a plus.

Interested candidates should submit a cover letter, resume, and minimum salary range expectation* via email to resume@archgh.org Please place Circle Lake Retreat Center Hospitality Coordinator on the subject line.

*Applicants who do not include minimum salary range expectation may not receive further review.