

**Announcement of Job Opening**  
**Position: Program Director**  
**Wisdom House Retreat and Conference Center**  
**Litchfield, Connecticut**  
**www.wisdomhouse.org**  
**Applications being accepted through June 30, 2018**

**About Wisdom House:** Wisdom House was founded in 1949 as a training center for women joining the congregation of nuns called the Daughters of Wisdom. In 1958, Seat of Wisdom College was added, and, since 1967, the center has been an interfaith retreat and conference center presenting programs in spirituality, education, the arts and ecology. Wisdom House offers hospitality for the not-for-profit community.

**Mission:**

The mission of Wisdom House Retreat and Conference Center is to provide a place of welcome and respect for all who seek Wisdom. Wisdom House's mission is rooted in the Judeo-Christian Wisdom tradition which supports the center's commitment to sustainability and concern for contemporary issues. The center is a ministry of the Daughters of Wisdom.

**Description of Position: Wisdom House Program Director**

The Program Director will design programming that will further the mission of Wisdom House.

With sensitivity to the interfaith character of the center and its commitment to education, spirituality, the arts and ecology, the Program Director is responsible for outreach to presenters. The goal of all programming is to aid our guests in their personal spiritual growth and desire to be of service to the world.

The Program Director will be a welcoming presence at the center to interact with persons of various ages, religious traditions, and cultural backgrounds.

Programming will be fashioned in a holistic way to make possible an expansion of thought, an enlivening of the spirit, and a respect for Earth.

**Accountable to:** Executive Director

**Areas of Responsibility:**

**A. Program Planning and Publicity**

- Plan retreat programs focused on spirituality basics and contemporary trends.
- Contact all presenters of future programs. Receive necessary information for publicizing each program. Collaborate in creating the text of each program brochure.
- Work with graphic designer in creation of each brochure.
- Oversee publicity: press releases for print, website and other venues.
- Give program (mission connection) introductions to sponsored programs.

- Prepare contracts for presenters – Consult with Executive Director concerning stipend rates.
  - Work with Communications Assistant and the Program Manager to promote programs via social media.
- B. Spiritual Direction (Spiritual Companionship)**
- Identify local resources to provide for certified spiritual directors for those making inquiry about this service.
  - Be available to give spiritual direction when needed, if certified.
- C. Labyrinth**
- Provide introductions and education on labyrinths and the spirituality and history of labyrinths to adults and children's groups.
  - Advertise the labyrinth through the program brochure, website, e-blasts, and other social media.
- D. Marie Louise Trichet Gallery**
- Collaborate with the Gallery Exhibition Committee in selection of artists for future exhibits; set up calendar for year, contact artists, send contracts.
  - Receive proposals from artists.
  - Communicate with exhibiting artists regarding exhibit installation and take down schedule.

**Applicant Qualifications:**

- Master's Degree in Theology or Religious Studies.
- Excellent written and oral communication skills.
- Work from a contemporary Catholic theology, including commitment to interfaith dialogue
- Ability to work as part of a team including various committees and volunteer groups.
- Experience in pastoral ministry in educational settings or chaplaincy or Director of Religious Education, other parish ministries. (At least five years-experience recommended)
- Ability to represent Wisdom House and its mission to local civic, educational, and religious organizations and media to make them aware of the mission of Wisdom House.
- Demonstrated knowledge of computer skills and knowledge of social media.
- Certification in Spiritual Direction desired.

Applicants are requested to send a cover letter, resumé, three professional references, submit three samples of writings (reflections, published works, essays, especially related to spirituality) and give a range of an expected salary to [search@wisdomhouse.org](mailto:search@wisdomhouse.org) .

This Full Time salaried position includes medical benefits, vacation, holidays.

