

# WORLD FELLOWSHIP CENTER

P.O. Box 2280  
Conway NH, 03818  
[www.worldfellowship.org](http://www.worldfellowship.org)

## **Position: Assistant Director (Seasonal)**

### **About the Organization:**

World Fellowship Center is an intergenerational, educational, rustic retreat center in a camp-like environment that promotes peace and focuses on social justice programming. It is set in the spectacular natural beauty of New Hampshire's White Mountains. Since 1941, World Fellowship has been a hub of progressive activity in the Northeast and a space for brave and challenging conversations; a multigenerational vacation destination that offers regeneration of mind, body, and spirit beside a pristine woodland lake in the shadow of Mount Chocorua.

### ***Mission and Vision***

World Fellowship Center promotes social justice and connections between people, communities, and nature through education, recreation, and creative expression. We envision a world where people are deeply rooted in their shared humanity and the pursuit of justice.

World Fellowship Center is an equal opportunity employer - we encourage and celebrate diversity in all forms and are committed to holding a healthy, brave, collaborative space for staff and community.

### **Position Summary:**

The Assistant Director works closely with the Executive Director in all areas of daily operations and planning. This position is responsible for oversight of the hospitality departments of WFC – housekeeping, dining, and visitor services (including reservation systems). Associate Director sits on senior staff and collaborates with the Executive Director and other leadership positions, reporting directly to the Executive Director.

This is a seasonal position based in the White Mountains of New Hampshire with the potential to become full-time year round. Housing is available at WFC during the summer season, work week will be 6 days per week including night and weekend hours.

### **Key Responsibilities:**

- Planning for and oversight of all housekeeping, dining, and general visitor services alongside Executive Director
- Support outreach efforts, marketing, and media as assigned
- Support ED and Personnel Coordinator in training and supervision of 30-35 seasonal staff as well as volunteer facilitation
- Engage in pre-season “work weekend” management and facilitation
- Facilitate hiring paperwork and payroll system, including processing payroll, of part-time and seasonal staff
- Plan and attend organizational and operational meetings as required

- Budget management and tracking of resources as assigned
- Program oversight and implementation as assigned
- Support emergency and public health preparedness, education, and response, ensuring compliance with all insurance and legal requirements
- Maintain relationships with members of the community throughout the year
- Additional duties as assigned

### **Qualifications**

- 3 Years hospitality or equivalent service industry experience including housekeeping, dining, and guest services
- Proficiency working with microsoft suite, google suite, and other information technology
- Personnel management including training, and supervision
- Budget tracking and financial oversight
- Strong conflict resolution, negotiation, and collaboration skills
- Ability to track and meet multiple deadlines, both internal and external
- Alignment with World Fellowship's mission and vision and a desire to work alongside a team striving for a more just world
- Excellent written and verbal communication skills
- Time management skills and a desire for efficiency
- Ability to receive feedback while remaining collected and approaching interactions with a desire to problem-solve
- Regularly move across campus, indoors and outdoors
- Have a current COVID-19 vaccine
- Good humor, patience, and grace

### **Desired Skills and Qualities:**

- Experience working with digital sales and/or reservations platforms
- Working knowledge of marketing, outreach, and public relations

**Compensation:** \$775-\$825 depending on experience. Room and board provided.

2022 is an exciting year for WFC with a new Executive Director and leadership team. We hope to have a team that is as committed to the social justice mission of the organization as we are.

### **Application Instructions:**

Please send a brief cover letter detailing your reasons for interest in this position and a resume to [hireing@worldfellowship.org](mailto:hireing@worldfellowship.org).