



Join Our Team!

The Benedictine Sisters of St. Scholastica Monastery are seeking a Director of Hospitality and Retreat Services to lead retreat and guest services ministry. This position serves as the primary contact for retreat scheduling, accommodations, and hospitality, ensuring a welcoming and organized experience for all Monastery guests. The Director promotes Benedictine hospitality while supporting the mission and ministry of the Monastery through meaningful retreat and guest experiences.

If you have a passion for hospitality, excellent organizational skills, and a desire to serve others in a faith-centered environment, we invite you to apply.

Director of Hospitality and Retreat Services, Center for Spirituality and Enrichment

St. Scholastica Monastery, 1001 Kenwood Ave., Duluth, MN 55811

Reports to: Prioress

Status: Full-time/Exempt

Compensation: Based on experience and skills

Position Summary

The Director of Hospitality and Retreat Services provides leadership and oversight for all hospitality, guest services, and retreat operations. The director serves as the primary contact for individuals and groups seeking retreat experiences and ensures a welcoming, organized, and faith-filled environment for guests. The onsite director coordinates retreat scheduling, guest accommodations, event logistics, and hospitality services while fostering the Benedictine values of hospitality, respect, stewardship, and community. The director collaborates with Sisters, staff, volunteers, presenters, and community members to deliver exceptional retreats and guest experiences that support the mission and ministry of the Center.

Primary Responsibilities

Hospitality & Guest Experience

- Foster a welcoming, respectful, and peaceful environment
- Oversee guest experience for retreats, workshops, and events
- Ensure alignment with Monastery values and daily rhythms
- Remain available onsite during retreats and events to provide hospitality, address guest needs, and ensure smooth operations.

Vision & Leadership

- Provide overall leadership for the Center's mission, vision, and strategic direction
- Ensure programs reflect Benedictine values of hospitality, prayer, balance, stewardship, and community
- Collaborate closely with Sisters, staff, and partners to advance the Center's purpose

Program Development & Oversight

- Coordinate retreat and enrichment offerings by identifying program needs, securing speakers and presenters, and managing program logistics
- Evaluate programs and adjust offerings based on participation and feedback

Administration & Operations

- Develop and manage the Center's budget in collaboration with leadership
- Oversee registration, scheduling, facilities use, and logistical coordination
- Supervise staff and/or volunteers associated with the Center
- Ensure policies, procedures, and safety practices are followed
- Other duties as assigned

Outreach & Relationships

- Build relationships with churches, community partners, presenters, and participants
- Collaborate with Development and Communications staff on promotion and outreach
- Represent the Center within the broader community

Evaluation & Reporting

- Track participation, outcomes, and financial performance
- Prepare reports and recommendations for leadership
- Support long-term sustainability and growth of the Center

Qualifications

Required

- Bachelor's degree
- Knowledge of the Catholic faith and contemporary spirituality
- Strong organizational, communication, and interpersonal skills
- Ability to work collaboratively within a faith-based environment
- Deep respect for and alignment with Benedictine values
- Resides in or is willing to move to the Duluth area
- Availability to work evenings and weekends onsite to support retreats, programs, and special events
- Proficiency in Microsoft Office Suite
- Experience using Zoom or similar platforms to offer virtual programming

Preferred

- Budget management and staff supervision experience
- Graduate training

Work Environment

This position operates in association with a Monastery and retreat-center setting and requires sensitivity to prayer, silence, and community life. Evening and weekend work is required to support programs and events.

Interested individuals are invited to submit a resume to Lisa Roseth, St. Scholastica Monastery, 1001 Kenwood Ave., Duluth, MN 55811, or email it to lisaroseth@duluthosb.org. Upon receipt, we will provide an application to complete. The deadline to receive resumes is August 24, 2026.

St. Scholastica Monastery complies with the Minnesota Human Rights Act and does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, familial status, disability, public assistance status, age, sexual orientation, or gender identity. As a religious organization, the Monastery may give preference to individuals who support its mission and Benedictine values.