

Executive Director

Star of the North Retreat Centre (STAR)

St. Albert, Alberta

The Board of Directors invites applications for the position of Executive Director of STAR, to commence March 26, 2012.

STAR, a ministry of the Missionary Oblates of Mary Immaculate (OMI Lacombe Canada), provides challenge and support for prophetic ministry, awakening people to their personal dignity, beauty, strengths, and gifts.

The Executive Director will be a servant leader, working collaboratively with the Oblate Leadership Team, the Board of Directors, staff, volunteers, and the local church.

The successful candidate will have a Bachelor and/or Masters Degree in theological, religious, and/or spiritual studies, or equivalent education, knowledge, and experience.

In summary, the successful candidate will demonstrate exemplary knowledge, skills, and attributes in the following areas:

- Stewardship of the Mission, Vision, and Values of STAR;
- Coordination and evaluation of STAR programs, both sponsored and hosted;
- Public relations and advertising;
- Fundraising;
- Right relationships with the diverse people of God;
- Administration of STAR personnel; and
- Management of the daily operations, finances, and capital needs of STAR.

STAR welcomes candidates who can offer additional knowledge, skills, and attributes to the position of Executive Director. A complete job description is available upon request.

Terms of Employment

The Executive Director will work a typical 35 hour week, with flexibility to work some evenings and weekends. Salary and benefits will be commensurate with OMI guidelines.

Submit cover letter, resume, and references by January 31, 2012 to:

Executive Director Search
Star of the North Retreat Centre
3A St. Vital Avenue
St. Albert AB T8N 1K1
Email: director@starofthenorth.ca
www.starofthenorth.ca

STAR appreciates the interest of all applicants; however, only those applicants selected for an interview will be contacted.