



Now Hiring: Program Coordinator (Full-Time)
The Star of the North Retreat Centre in St. Albert, Alberta
A Ministry of the Oblates of Mary Immaculate/ OMI Lacombe Canada

Are you called to accompany others on their spiritual journey?

The Star of the North Retreat Centre invites applications for the role of **Program Coordinator** (full-time, 37.5 hours/week with flexibility, including some evenings and weekends). Rooted in the Christian contemplative tradition, Star of the North is a sacred space for retreat, renewal, and transformation. We are seeking someone who shares this vision and feels drawn to nurture the spiritual life of others through meaningful programming and compassionate presence.

Key Responsibilities:

As Program Coordinator, you will be entrusted with stewarding the heart of our ministry — offering spiritual formation and retreat opportunities that deepen faith and community life. Your responsibilities will include:

- **Designing and delivering spiritual programs and retreats** for adults
- **Coordinating events**, facilitators, and participant needs
- **Welcoming and supporting volunteers**, helping to form a ministry of service and care through training and coordination
- **Extending hospitality** to retreat facilitators, speakers, and participants
- **Promoting programs** through online tools, social media, and website content
- **Designing marketing** content using visual design tools for different mediums
- **Communicating our mission** through personal correspondence and marketing

Who You Are / Qualifications:

You are a person of prayer and purpose, committed to spiritual growth — your own and that of others. You possess:

- A **Master's degree in spirituality, theology**, or a related field — or relevant experience in adult faith formation and retreat ministry
- A **welcoming spirit**, attentive to the sacred dignity of each person
- Strong **organizational and communication skills**, with an eye for detail and a heart for service
- Comfort with **digital design tools and platforms** (e.g., Zoom, Canva, Brevo), and a willingness to learn
- The ability to work **independently and collaboratively**, aligned with the mission and values of the retreat centre

Why Join Us?

The Star of the North is more than a workplace — it is a place of mission, prayer, and presence. As a member of our small, committed team, you will be part of a sacred ministry that invites individuals and communities into deeper relationship with God, creation, and one another.

To learn more about who we are, visit: www.starofthenorth.ca

Start Date: To be determined

Application Deadline: September 15, 2025

Please send your resume and cover letter to:

Star of the North Retreat Centre

3A St. Vital Avenue, St. Albert, AB T8N 1K1

 Email: director@starofthenorth.ca

We thank all applicants for their interest in this ministry. Only those selected for an interview will be contacted.