



STAFF VACANCY

The Congregation of the Sisters of St. Joseph in Canada are united by a passion for Justice, Compassion and Love. Our people-centred organization leads with care, respect, and compassion. Our employees benefit from a small, supportive atmosphere and have the opportunity to advance the inspirational mission, vision and values of the Congregation throughout their daily work.

The Congregation of the Sisters of St. Joseph in Canada has an exciting new full-time opening for a:

Director of Retreat Ministries

Position Summary: The Director will oversee and manage the operations of the Retreat Centres influencing a welcoming and hospitable environment conducive to the well-being of retreatants and guests consistent with the spirituality and values of the Congregation of the Sisters of St. Joseph in Canada. Our Retreat Centres include Villa St. Joseph Ecology and Spirituality Centre (the Villa) on the shore of Lake Ontario, in Cobourg, and Stillpoint House of Prayer (Stillpoint) on the shores of the Madawaska River, in Burnstown, Ontario. This position is expected to maintain a presence in both locations with a minimum of one week per month at Stillpoint. An important element of this role is to cultivate relational integrity in all interactions – *with the Sacred, with Earth, and nature, as well as other humans, ensuring a sense of oneness with all of creation.*

Qualifications and required skills include: Preferred Master's in Theology/Eco-spirituality, Ministry and Spirituality, and/or Religious Education; experience with the development and maintenance of best environmental practices; experience in spirituality programmes and openness to all who participate in the programs; experience in event planning and resource distribution; qualities of hospitality and presence; advanced interpersonal and communication (verbal, written and presentation) and technology skills to build effective relationships with the organization and local communities.

Working conditions: Works in a Retreat Centre environment. Deadlines and conflicting demands and pressures are associated with this position. The ability to work some weekends is a requirement for this role as well as a willingness to work flexible hours or shifts as required, based on operational needs. Candidates must be able to meet the physical demands of the work such as bending, twisting, lifting, standing, climbing stairs, carrying groceries/supplies, and spending long periods of time on their feet.

Immunization: Please note that we have a mandatory COVID-19 vaccination policy in effect. Any offer of employment will be conditional on providing proof of vaccination in accordance with our policy.

Candidates who have experience working with a diverse range of people, and who can contribute to a climate of inclusivity, are encouraged to identify their experiences and potential contributions in their cover letter.

Please submit your cover letter and resume in one document (word or PDF) by 4pm, June 10, 2025, to:

Email: careers@csjcanada.org

We are committed to providing a fully accessible candidate experience. If you require accommodation for interviews or throughout the recruitment process, please contact ichristensen@csjcanada.org

While all applications are appreciated, only those selected for an interview will be contacted.