



The Passionists of Holy Cross Province

Christ the King Passionist Retreat Center

6520 Van Maren Ln, Citrus Heights, CA 95621 web: christthekingretreatcenter.org Phone: 916-725-4720

POSITION DESCRIPTION

POSITION TITLE	CTK Registration Specialist & Admin Assistant
REPORTS TO	Retreat Center Director (primarily), Director of Hispanic Ministry
TENURE	Full-Time Employee at times with flexible hours

BACKGROUND

Christ the King Passionist Retreat Center (CTK) is a Catholic faith-based organization nestled on 29 acres in Citrus Heights, CA. Our mission, rooted in the Passionist Charism, is to promote personal reflection and spiritual growth for all who visit the center. We aim to create a safe, welcoming, and prayerful environment, offering ministries of inspiration, education, and guidance tailored to the needs of our guests.

PRIMARY OBJECTIVE OF THIS POSITION

The primary focus of the CTK Registration Specialist is to manage registration for all retreats and programs. This person also provides support to the front office staff, oversees the main phone line, and addresses various requests from staff and guests.

KEY WORKING RELATIONSHIPS

- Retreat Center Director
- Director of Hispanic Ministry
- Finance/Booking Department
- Development Coordinator
- Events and Hospitality Coordinator
- Executive Chef (regarding Catholic Retreats numbers.)
- Maintenance Crew
- Housekeeping Crew

KEY RESPONSIBILITIES

Registration & Guest Services

- Provide administrative support to the Retreat Center Director and Director of Hispanic Ministry as needed.
- Welcome and assist guests by phone, email, and in person.
- Coordinate registrations for retreats, programs, and special events.
- Confirm registrations, process payments, and maintain accurate participant records.
- Prepare registration materials and participant lists for programs.

Communications & Marketing

- Assist with weekly emails, retreat flyers, and promotional materials.
- Update retreat information, online registrations, and website content as needed.
- Send program information, confirmations, and online meeting links when required.

Administrative Support

- Assist with Development needs including entering donations, mailing etc.
- Assist with routine bookkeeping support, including credit card purchases.
- Coordinate office and housekeeping supply orders.
- Help maintain organized electronic and paper files.

General

- Work collaboratively with staff to provide excellent hospitality and administrative support.
- Perform other related duties as assigned.

Person Specification

- The CTK Registration Specialist should be a team player dedicated to promoting the Center in the wider community.
- This individual should be enthusiastic, well-organized, flexible, and hold high standards of personal achievement.
- Effective communication skills and general knowledge of computer applications and programs are essential.
- The candidate must be willing to listen and respond positively to the views of others, work cooperatively with staff, and function independently when necessary.
- Bilingual (English/Spanish) is preferred but not required

OTHER CONDITIONS

- All staff at Christ the King Retreat Center are required to undergo a Diocesan background check.
- Staff must be aware of and comply with the Work Health and Safety policies of Christ the King Retreat Center.
- Familiarity with the Staff Handbook is required.
- During your employment, adherence to all established policies and procedures is mandatory to maintain ethical, quality, and industrial standards.