

Hiring: St. Benedict's Foundation Inc. supports St. Benedict's Monastery and its ministries including the formation of new members, ongoing education of Sisters, repair/renovation/maintenance of the complex and grounds as well as St. Benedict's Retreat & Conference Centre by financially supporting programs offered to many special needs.

St. Benedict's Foundation is looking for a Foundation Assistant 3 days a week; REQUIREMENTS – committed, responsible, honest, and enthusiastic, maintains confidentiality- strong background in computer and keyboarding skills- especially familiar with Publisher- organizational skills, public relations- strong interpersonal and communication skills, both written and verbal – good time management skills and attention to details. Send résumé- include references to Sr. Joan at joanmormulosb@gmail.com