

## Voice of Clear Light

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## Onsite Internship Opportunity: Retreat Registration and Program Support

**Position Open Now at Serenity Ridge Retreat Center in Shipman, Va.**



If you enjoy working in a small, dynamic office environment in a beautiful retreat center setting; are highly organized; have excellent computer and communication skills; possess the capacity to be flexible in the midst of changeable situations; enjoy working collaboratively with staff, volunteers and interns; and are open to assist with whatever is needed to support retreat participants and programs, consider applying for this internship position for retreat registration and program support.

Primary responsibilities include answering phone and email inquiries about retreats and accommodations, data entry, working with our bookkeeper regarding registration payments, welcoming retreat participants, setting up online registration for events, and doing registration at retreats and other events. The position is 32 hours per week and includes a small stipend, onsite accommodations and the opportunity to attend most retreats. This is a one-year position and is open immediately.

Proficiency with Microsoft Office 2010 (Word, Excel and Access) and attention to detail are a must; experience with financial reports is a plus; Spanish proficiency is a bonus!

This is a wonderful opportunity to support those coming to retreats at Serenity Ridge, and to provide general program support for retreats at Serenity Ridge. If you are interested in applying, [please email your inquiry and resume to Ligmincha](#) .