



Our Lady of Lourdes Hospitality North American Volunteers, LTD.

Public Association of the Christian Faithful and First Hospitality of the Americas

Mission Statement:

Our Lady of Lourdes Hospitality North American Volunteers (Lourdes Volunteers for short), a public association of the Christian Faithful and non-profit 501(c)3, is the first Lourdes hospitality outside of Europe and has been bringing the sick to Lourdes along with clergy, medical and lay volunteers since 2002. Our mission is to extend the invitation of the Immaculate Conception as given to Bernadette in the Grotto at Lourdes; to serve the sick and suffering at Lourdes and at home following the loving example of St. Bernadette in simplicity, humility, and obedience.

Job Title: Full-Time Volunteer and Travel Coordinator

Job Description:

- Develop relationships with volunteers desiring to travel with Lourdes Volunteers to the Shrine of Our Lady of Lourdes in Lourdes, France
- Direct the completion of the application and registration process for volunteers
- Coordinate with the Pilgrimage Manager, pilgrimage leadership team, Supportive Care Coordinator, Medical Director and Executive Director to provide for the needs of volunteers
- Develop and organize the logistical travel plans for volunteers (travel, accommodations, meals, and other arrangements)
- Develop, organize and communicate volunteer service assignments
- Ensure all travel documents and requirements are in place for volunteer travel

Qualifications/Experiences:

- Preferred practicing Catholic who desires to share the Gospel messages of Lourdes
- Professional written and interpersonal communication skills with confidentiality
- Technology knowledge and skills: Proficiency with Microsoft Office Suite and Google Suite. Knowledge and experience with Zoom or equivalent, file organization and eTapestry or equivalent CRM also helpful.
- Experience with logistics and international travel coordination preferred. Multitasking ability required.
- Personal attributes of hospitality, encouragement, and team building

Education:

- Preferred customer service, travel or project management experience
- Training or experience in program development skills or the desire to acquire knowledge and skills needed to be a successful volunteer and travel coordinator

Benefits:

- Competitive salary based upon experience / education
- Generous health / dental insurance
- 401(k)
- Within the first two years, a paid pilgrimage with Lourdes Volunteers and supportive care pilgrims to the Shrine of Our Lady of Lourdes in Lourdes, France
- Annual vacation and sick days