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**NOW HIRING!**  
**Join our Marketing Team**  
**Marketing & Outreach Manager Position**

Looking for a great job for an organization with an outstanding mission? The Retreat, an affordable and accessible Twelve Step recovery program, has a position open for a full-time Marketing & Outreach Manager.

The Marketing & Outreach Manager Applicant would work full time and report to the Director of Admissions & Marketing.

Applicant would begin training immediately!

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**REQUIREMENTS:**

- Applicant must be a team player, self-motivated and directed
- Proficient with Marketing Applications; Adobe Suite, Canva
- Proficient with Microsoft Products
- Design, develop and produce all retreat marketing materials
- Manage all Retreat social media channels
- Supervise events and conference exhibitions
- Travel to meet with business partners across Minnesota
- Excellent communication skills: Oral, written, telephone, and listening
- Minimum of 1-year sobriety
- Knowledge of the 12-Step recovery principles and the Big Book of Alcoholics Anonymous.
- Valid Minnesota driver's license

**CONFIDENTIALITY:**

Must adhere to and respect all policies regarding participant's rights, anonymity and privacy of all guests, past and present. This covers any written or verbal communication regarding a guest's identity, address, and nature of their concerns.

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**Please forward your cover letter and resume to**  
**Rich Murphy, Director of Admissions & Marketing**  
**[rmurphy@theretreat.org](mailto:rmurphy@theretreat.org)**  
**No phone calls, please.**

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## **NOW HIRING in the WOMEN'S CENTER!**

### **Part-time Retreat Assistant Position**

Looking for a great job for an organization with an outstanding mission in the field of alcohol and substance abuse recovery? The Retreat, an affordable, accessible 12-Step residential recovery program, has multiple positions open in the National Center for Women's Recovery located at our Wayzata location!

Part-time Retreat Assistant position: Applicants would primarily work evenings, weekends and some holiday shifts

Applicants would begin training immediately

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#### **Requirements:**

- Minimum of 1 year sobriety
- Knowledge of the 12-Step recovery principles and the Big Book of Alcoholics Anonymous.
- A valid drivers license
- Handle incoming calls in a professional manner; pre-registering potential guests, answering/assisting with program questions, sharing personal experience, strength, and hope
- Guiding guest with issues within the recovery environment and program
- Upholding our program expectations and communicating in a dignified manner to guests and staff; verbally, by email, and computer log
- Processing all paperwork for in person check-ins and check-outs
- Assisting with office responsibilities
- Handling any conflict that may occur per our protocol
- Proficient with Microsoft Products
- Excellent communication skills: Oral, written, telephone, and listening

#### **Confidentiality:**

Must adhere to and respect all policies regarding participant's rights, anonymity and privacy of all guests, past and present. This covers any written or verbal communication regarding a guest's identity, address, and nature of their concerns.

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**Please forward your cover letter and resume to  
Rita Pettiford, Women's Admissions Coordinator**

**[rpettiford@theretreat.org](mailto:rpettiford@theretreat.org)**

**No phone calls, please.**

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## **NOW HIRING in the KITCHEN!**

### **Part-Time Kitchen Assistant Position**

This is a part time hourly position!! Individual must be passionate about food, have innovative ideas and be comfortable working in a [scratch kitchen](#). Menu consists of American Regional cuisine with some Ethnic cuisine inclusions. Baking experience is not a requirement, but is a plus! Duties include but are not limited to: Cooking, baking, food transport and dining room detail. Must be flexible and available primarily evenings, weekends and some holiday hours.

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#### **Requirements:**

- Applicant must be a team player, self-motivated and directed
- Must be able to comfortably lift 60 lbs.
- Minimum of 1 year sobriety (if individual is in recovery)
- Flexibility - able to work primarily evenings, weekends and some holidays
- Valid Minnesota driver's license
- Previous kitchen experience

#### **Confidentiality:**

Must adhere to and respect all policies regarding participant's rights, anonymity and privacy of all guests, past and present. This covers any written or verbal communication regarding a guest's identity, address, and nature of their concerns.

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**Please forward your cover letter and resume to  
Ken Chipongian- The Retreat's Chef Manager**

**[kchipongian@theretreat.org](mailto:kchipongian@theretreat.org)**

**No phone calls, please.**

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## **NOW HIRING in the MEN'S CENTER!**

### **Part-time Retreat Assistant Position**

Looking for a great job for an organization with an outstanding mission in the field of alcohol and substance abuse recovery? The Retreat, an affordable, accessible 12-Step residential recovery program, has opportunities to help those seeking recovery at our Wayzata location!

Part-time Retreat Assistant position: Applicants would primarily work evenings, weekends and some holiday shifts

Applicants would begin training immediately

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#### **Requirements:**

- Minimum of 1 year sobriety
- Knowledge of the 12-Step recovery principles and the Big Book of Alcoholics Anonymous.
- A valid drivers license
- Handle incoming calls in a professional manner; pre-registering potential guests, answering/assisting with program questions, sharing personal experience, strength, and hope
- Guiding guest with issues within the recovery environment and program
- Upholding our program expectations and communicating in a dignified manner to guests and staff; verbally, by email, and computer log
- Processing all paperwork for in person check-ins and check-outs
- Assisting with office responsibilities
- Handling any conflict that may occur per our protocol
- Proficient with Microsoft Products
- Excellent communication skills: Oral, written, telephone, and listening

#### **Confidentiality:**

Must adhere to and respect all policies regarding participant's rights, anonymity and privacy of all guests, past and present. This covers any written or verbal communication regarding a guest's identity, address, and nature of their concerns.

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**Please forward your cover letter and resume to  
Bill Sundell- Men's Office Supervisor/Guest Services  
[bsundell@theretreat.org](mailto:bsundell@theretreat.org)  
No phone calls, please.**

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