



JOB OPENING: HOSPITALITY MANAGER

ABOUT US

Diamond Mountain retreat center is located in the Chiricahua Mountains of Southern Arizona. Our 27 retreat cottages and 7 group facilities are spread across a 1000-acre parcel of pristine desert wilderness. Our mission is to provide a conducive environment for deep spiritual work and to make personal retreat a reality for everyone. Guests and staff from all spiritual traditions are welcome and supported.

JOB SUMMARY

Diamond Mountain is seeking an organized, detail-oriented and hard-working Hospitality Manager to join our team. Responsibilities include cleaning and preparing cottages for individual guests and group events. Managing a team of volunteers to professionally clean and prepare retreat cottages and public spaces for use by our guests. Must be aware of and follow local health codes. Scheduling and oversight with detail for best-of-class service a must. Valid driver's license required. This is a full time Diamond Mountain staff member role. This role reports to the Executive Director.

QUALIFICATIONS

- Self-starter with strong time management and project management skills to coordinate multiple high-priority and long-term tasks simultaneously
- Strong problem solving skills; resourceful in contributing solutions to getting work completed professionally, safely and timely
- Professional manner in all relationships with staff, guests and vendors as a member of the Diamond Mountain team.
- Valid driver's license

HOURS

This is a full-time, 30-hour per week position. You may be asked to work up to 40 hours per week during our peak seasons.

COMPENSATION

Compensation includes bi-monthly paycheck, fully furnished private residential housing, attendance to Diamond Mountain ongoing classes, stipend for health care, 10 weeks paid time off. Use of Diamond Mountain facilities for personal retreats is encouraged.

APPLICATION

Please send a cover letter and resume that includes references to: michael@diamondmountain.org

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Diamond Mountain
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www.diamondmountain.org