



Sacred Waters Retreat LLC

Admin Office: Clarksville TN 37042 | 615.669.4351

www.sacredwatersretreat.com click on Tennessee or Email: sacredwatersretreat@gmail.com

Our Manifesto

WATER... Water Heals and purifies. It quenches our bodies and revives our spirit. We subscribe to the truth that WATER is divine and moves through us all. It is for this reason Sacred Waters Retreat holds space near Rivers, Lakes, Waterfalls & Oceans. We invoke the power of WATER to bring women together through emotion, ritual, and connection to the divine feminine. We are moved to provide compassionate, healing spaces where women can feel safe and nurtured, we offer sanctuary in nature, and encourage fun and exploration as we unite joyfully with our ancestry through sacred ritual. Some paths are best walked alone, and some are walked in profound harmony with others. We want to celebrate your journey to reclaim the SACRED that lies within you. Be moved!

Our Mission Statement

The Sacred Waters Retreat LLC. is a professional organization designed to hold space for women of color in safe places for ritual, healing and restoration. Sacred Waters Retreats LLC. allows participants to share and explore the ancient healing traditions of our foremothers as we remember, resurrect & honor their legacies. Our communities require that age old traditions be retained & practiced keeping our families healthy and balanced.

Job Title:	Sacred Sponsorship Coordinator	Reports To:	Angelique "Sobande" Greer
Department/Group:	Support Staff	Prerequisite:	
Location:	Brandon Springs Group Center Land Between the Lakes Dover, TN (1:45 min from Nashville airport)	Travel Required:	NONE- This is a Virtual Position
Level/Salary Range:	This is a PAID position. This position will receive a \$500.00 payment. Note: Payment will be issued 10-14 days after event ends, post meeting, reports & work evaluation have been completed and closed.	Position Type:	<ul style="list-style-type: none"> This position is considered and filed as a "Independent Contractor Position" Any monies association with position will be filed & considered "Independent Contractor Status" <p>Coordinators will have an opportunity to earn a cash bonus contingent upon post retreat evaluation. The Founder/CEO will provide more details upon hiring.</p>
Point of Contact:	Angelique "Sobande" Greer	Date Posted:	11/01/2021
Will Train Applicant(s):	Will Train Applicant(s)	Position Expires:	30 days after the event ends/ post meeting/ reports etc. have been completed and closed

Applications Accepted By:

ONLINE: <https://forms.gle/3Bsb6HcTASmjWPg46>

www.sacredwatersretreat.com click on Tennessee

Job Description

1. This position is key to the overall excellence of a successful event. It is about transforming lives through meaningful experiences and moments. Every detail of planning should reflect this priority
2. Coordinators will work collectively, cohesively, and closely with Sacred Waters Founders & Team Members to execute a seamless event
3. Coordinators will work closely with our social media/public relations director on a weekly basis
4. Coordinators will develop a lock & key sponsorship package that effectively communicates and reflects the intention & goals of the event to potential supporters
5. Coordinators will be the first line of communication with supporters, sponsors & in-kind donors to ensure that the event mission is upheld.
6. Coordinator will develop a working budget for this department if applicable
7. Coordinator will actively solicit corporations, business and individuals who would like to support the grass roots efforts of restoring natural living, herbalism & alternative modalities to marginalized communities of women of color.
8. Coordinators will develop and adjust current sponsorship/advertising program to best suit the needs and goals of the event for the most effective outcome. Coordinator is also responsible for developing & manage our “**Sacred Sister Scholarship Fund**” allowing women who have financial challenges to attend the event.
9. Coordinators will be available for conference calls with event founders for updates, questions etc.
10. Coordinators will ensure sponsors have our sponsorship information packet, application, ways to participate etc.
11. Coordinators will be responsible for sending thank you packages to sponsors (5-10) days post retreat
12. Coordinator will be responsible for working with the event photographer/videographer to capture pictures of products or services during the weekend (be super creative).
13. **Coordinator will be responsible for meeting the following event goal:**
 - **\$10,000 cash donation sponsorship levels**
 - **\$3000 - \$5000 product or in-kind donations (i.e., gift bags, products for participants & teachers)**
 - **\$3000 - \$5000 Event Sponsorship (vegan food products, printing, décor & activity sponsorship)**
14. Effectively communicate, be flexible and attentive to all details
15. Be a compassionate team player / Be willing to lead & have flexibility to follow

16. Have great time management skills /be able to write reports, charts etc.

COVID-19 Considerations:

All team members vaccinated or unvaccinated will be committed to practicing covid safe precautions leading up to and during the event i.e., regularly wearing mask in indoor spaces, washing hands, using sanitizer, and disinfecting commonly used surfaces.

This position will be expected to:

Adhere to the standards, ethics and goals of the NCB School of Herbalism & Holistic Health as well as the Sacred Waters Team and its affiliates. Additional job assignments /duties may be added or deleted from this description at any time.