



Sacred Waters Retreat LLC
Admin Office: Clarksville, TN | 615.669.4351
<https://sacredwatersretreat.com/hoa-tennessee/>
Email: sitefairyswr@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 & 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 Sister Emissary

POSITION TYPE: Work-Exchange

REPORTS TO: Iya Ifajoke and Jaymii

DEPARTMENT/GROUP: Support

STAFF PREREQUISITE: Must be a woman of color who enjoys working with the same

LOCATION: May 25-28, 2023 The Lodge – Paris Landing State Park, 400 Lodge Rd. Buchanan, TN 38222 (2hrs from Nashville airport)

TRAVEL REQUIRED: Yes – this position will require you to be on site the weekend of the event (4) days consecutive

FEE SCHEDULE & REFUNDS: This is a work-exchange position. Practitioners will receive full registration, shared lodging, access to all activities, workshops, and intensives (schedule permitting). Some meals will be provided (Thursday evening Welcome dinner, breakfast (Friday, Saturday, Sunday), and lunch (Friday & Saturday), Practitioners are responsible for paying a \$495.00 administration fee; the fee can be paid in 3 installments of \$115.00 each with a \$150.00 deposit). All monies must be paid in full prior to March 31st, 2023 (mandatory).

FEE SCHEDULE & REFUNDS (cont): Unfortunately, there are NO REFUNDS. If you decide to cancel at any point, any paid fees will remain with Sacred Waters Retreat and be applied to the Scholarship fund. If Sacred Waters cancels, any paid fees will be held under your name until the next Sacred Waters Retreat, which you will be grandfathered into the original position you applied for.

JOB DESCRIPTION:

1. Emissaries must attend all monthly (Jan, Feb, March, April) and weekly (May) meetings via zoom.
2. Emissaries will arrive on-site by 9am on Thursday, May 25, 2023 and be ready to set up the Sacred Waters retreat space as well as assist in any other areas if needed. Emissaries will work together and adhere to their schedules as well as assist in any other areas if needed.
3. Emissaries will work collectively, cohesively, and closely with the SWR Staff to execute the retreat.
4. Emissaries will be selected based on their current work in or amongst community-based organizations especially those involving women of color, passion for the Sacred Waters Retreat and its programs.
5. Emissaries will have great time management skills.
6. Emissaries will always maintain professional appearance and good hygiene.
7. Be able and willing to use/check email daily, utilize conference calling and other virtual platforms effectively for meetings. As well as join virtual groups for department and staff communication and assist in promoting Sacred Waters Retreat via your social media platforms.

** Please Note: Additional job assignments/duties may be added or deleted from this description at any time. Emissaries must be able to adhere to the standards, ethics and goals of the Sacred Waters Retreat Team and its Affiliates.*

WE ARE SEEKING EMISSARIES WHO:

- **Will uphold the manifesto, mission statement & goals for the organization to clients, participants, sponsors, business partners and affiliates of Sacred Waters Retreat LLC.**
- Are professional and friendly - Those who are able to effectively communicate and connect with women from all walks of life during the event, as well as their practitioner sisters, speakers, event, and venue staff.
- Are willing & capable of advertising the retreat through various social media venues, groups etc. (you will have access to various pre-approved postings provided through our social media department).
- Are flexible, attentive, and can be a compassionate team player.
- Are willing to lead & have flexibility to follow.

POSSIBLE ASSIGNMENTS:

Emissaries will be assigned several duties for the duration of the retreat that will be assigned by the Site Event Director. Those duties could include:

- Checking in participants at Registration
- Executing and maintaining the design and decor plan
- Maintaining the Tea Station, Goddess Temple, Event Altars, Exhibitor area, Sacred Wellness Area, etc
- Assisting, announcing and time keeping for the Speakers
- Assembling participant goodie bags and managing lanyards, name tags, and parking passes
- Assisting the participants
- Creating mini altars, Speaker goodie bags, and flower arrangements in Speaker rooms
- Assisting the SWR staff with miscellaneous tasks

EMISSARY WORK AGREEMENTS:

- Pre-event, 8-10 hours on Thursday
- 5 - 6 hours per day during the retreat (Friday & Saturday)
- 8 -10 hours last Sunday for strike
- Post-event, Emissaries must fill out debrief form and be available for virtual debrief meetings with SWR Staff

POINT OF CONTACT: Jaymii Liehr - Site Event Director

DATE POSTED: 01.07.23

Will Train Applicant(s)

POSITION EXPIRES: 5 days after the event ends/ post meeting/ reports etc. have been completed and received.

APPLICATIONS ACCEPTED BY: ONLINE:

<https://docs.google.com/forms/d/1BisuWFLohbcpRHaqtXa8wBZhV6pGiR4EKUzSVd8-9yw/edit?ts=63619233> or www.sacredwatersretreat.com/hoa-tennessee

ADMINISTRATION FEES ACCEPTED VIA: Zelle - info@naturalchoicebotanica.com

COVID-19 CONSIDERATIONS: All team members vaccinated or unvaccinated will be committed to practicing covid safe precautions leading up and during the event, i.e.: regularly wearing masks in indoor spaces, washing hands, using sanitizer, and disinfecting commonly used surfaces.