

White Eagle Memorial Preserve
Cemetery Manager – Job Description
Posting August 20, 2013 — Closing date September 20, 2013

White Eagle Memorial Preserve Statement

We believe that our bodies do not belong to us, they belong to Nature, and they should be gifted back to Nature to further the natural cycles of birth-life-death.

We provide people with a natural, green burial in a wilderness cemetery on 20 acres of a mixed tree and meadowlands land trust. Our cemetery is set within the 1060 total acres of permanently protected white oak, ponderosa pine, grasslands meadow and shrub-steppe lands along Rock Creek Canyon, on the north side of the Columbia River. Visit the website at <http://www.naturalburialground.com>

Our cemetery manager oversees the legacy, the spirit, the business and the success of White Eagle Memorial Preserve. This role is vital to the future of the not-for-profit organization, Sacred Earth Foundation, of which it is a part. Visit the website at <http://www.ekone.org>

Professional and Personal Qualities:

The Cemetery Manager:

- provides aligned, caring and soulful leadership in representing SEF, the spirit of Ekone and WEMP
- is consistently reliable, accurate, and pays attention to detail in all aspects of work
- has a high level of business acumen, including financial management and computer skills
- demonstrates strong aptitude for communicating our purpose and educational outreach to diverse groups
- provides leadership and management expertise; nurtures and guides employees in their own accountabilities
- displays excellence in communications with customers, staff, board members, vendors, and other professionals in the field
- has high capacity for patience in dealing with death and dying concerns and issues, and in working with aging or grieving people
- exhibits a mature emotional intelligence and positive demeanor

Responsibilities:

The Cemetery Manager:

- Reports to the Executive Director, provides information and receives guidance from the WEMP Advisory Council and SEF Board of Directors
- Is the bottom-line for cemetery business, and is accountable for
 - Receiving and responding to all inquiries
 - Conducting cemetery tours
 - Selling cemetery sites and services we offer
 - Marketing- including networking, website administration, writing, social media and presentation skills
 - Financial management of sales, contracts and vendor accounts
 - Business management of
 - contracts, all records, documentation and certifications

- budget planning and reporting of income and expenses
- Is accountable for all cemetery staff (stewards) and responsible for their success in their role and in working together
 - Administrative Assistant
 - Groundskeeper
 - Part-time, on-call staff (tour guides, burial attendants, grave-diggers, visitor hosts)
 - Consultants & contractors (ceremonial or grief counselors, webmasters, equipment operators etc.)

Salary and Benefits

This is a half-time, permanent, salaried position with a salary range of \$10,400 to \$14,560. Other benefits include 2 weeks of paid time off annually, a monthly health care stipend of \$150 and housing in a variety of housing options at Ekone Ranch.

We are looking for a person either interested in living nearby, or at Ekone Ranch, in order to be readily available as required. This is an ideal job for someone seeking a 'low-overhead, light on the land lifestyle' job in a mostly off-the-grid and somewhat remote location.

Applicants interested in residency at Ekone Ranch will have a separate and additional application process before the final hiring decision for this position is completed. The process will include an on-site interview with community members. This will require spending at least one day, possibly an overnight. More information about community at Ekone Ranch will be provided upon application.

To Apply:

Send a cover letter and resume, including two professional and one personal references, and their contact information to:

Hiring Coordinator for White Eagle
judytodd.coach@yahoo.com
 1631 NE Broadway St. #723
 Portland OR 97232