

**Description: House Manager
Franciscan Mission Service**



Volunteer Position: House Manager
Reports to: Associate Director

Position Summary

The House Manager lives in Casa San Salvador, the building owned by [Franciscan Mission Service](#) that houses missionaries while they are in training, yearlong volunteers during their time of service, and other guests and residents throughout the year, along with occasional events. We are looking for an individual or married couple to serve as the house manager(s) and live in community with our residents and guests. Desired start date is July 2025 with possible flexibility for the right candidate. **Priority applications accepted through May 20, 2025 with interviews conducted from May-June until the position is filled.**

Overview of FMS:

FMS helps people of all ages who are open to the Catholic faith prepare and serve two- to six-year international, one-year domestic and one- to two-week short-term mission opportunities in Latin America, North America, and the Caribbean. FMS also reaches thousands of people through its online ministry including social media and blogs. In all of our work, we prepare servant leaders in the spirits of Saints Francis and Clare of Assisi to embrace simplicity, service, and accompaniment. Over the past 35 years, FMS has commissioned more than 250 long-term lay missionaries who have touched countless lives around the world in 20 countries and Washington, DC. Missioners' areas of service include accompaniment of women, youth, and children in need; agriculture and ecological awareness; education; prison ministry; and homelessness ministry, among others. FMS' comprehensive formation and ongoing training and support equip missionaries with the essential tools to succeed in ministry and impact their home North American communities after their participation in FMS' programs.

Essential Duties and Responsibilities

Responsibilities (amounting to approximately 10-20 hours per week) include the following:

- Preparing guest rooms and welcoming guests when they arrive (includes laundering sheets/towels).
- Management of weekly cleaning of the entire building (offices, shared spaces, and bedrooms that need attention), often delegated among long-term residents
- Basic maintenance and repair tasks, as needed
- Coordination of community living and regular participation in community activities. The House Manager leads a weekly or every other week meeting about shared chores, events in the house and community living, etc. The House Manager should be comfortable holding others accountable to completing their chores
- Participation in and leadership of periodic Formation sessions for FMS program participants or events for FMS community

Education, Experience, Knowledge, and Skills

- Commitment to and willingness to be involved in the [mission and ideals](#) of Franciscan Mission Service

- Ability to hold residents accountable to house responsibilities in a caring manner. Experience in nonviolent communication and/or conflict management a plus.
- FMS understands that the applicant will likely have a full-time day job. However, the applicant must have a flexible evening/weekend schedule to accommodate guest arrivals and program support.
- Possess a deep appreciation for the Catholic faith and social justice teachings of the Church with a comfort in leading some Formation sessions.
- Demonstrated personal and communal spiritual life. Comfortable leading a faith-based team and communal prayer.
- Experience living in an intentional community and facilitating community meetings helpful
- Ability to commit through summer 2026.

FMS provides the house manager(s) with a private room and bathroom (including utilities and internet), as well as access to communal areas including kitchen, living room, and chapel.

Casa San Salvador is located in the Brookland neighborhood of Northeast Washington, DC – a short walk to Catholic University and the Metro’s red line.

If interested, please send a resume and cover letter to Rose Hardwick, FMS Associate Director by email (rose@franciscanmissionservice.org) with the subject line of “House Manager.”