

Receptionist - Part Time

Solanus Casey Center – The Province of St. Joseph of the Capuchin Order

Inspired by the gospel of Jesus and the example of Francis of Assisi, the Capuchin friars of the Province of St. Joseph, together with our partners in ministry, prayerfully build sisterbrotherhood in the world. We attend simply and directly to the spiritual and other basic human needs, especially those of the poor and disenfranchised, promoting justice for all.

The Province of St. Joseph of the Capuchin Order is currently seeking a Receptionist for the Solanus Casey Center who will be responsible to greet visitors and direct incoming calls. The Receptionist may also perform general clerical activities.

The hours will be from 12:45pm – 5:15pm M-F with occasional weekend coverage as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Demonstrate, exemplify and support the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities.
- Answer telephones and direct callers to the appropriate area.
- Ensure that each guest receives outstanding service by providing a friendly environment, greeting and acknowledging each guest.
- Responsible to retrieve messages for various personnel.
- Provide information regarding addresses, location directions, fax and phone numbers, websites and requests for other information related to all Detroit Capuchin Ministries.
- May be required to coordinate the pick-up and delivery of express mail services.
- May be required to perform other clerical responsibilities including data entry, refilling supplies, and cleaning general work area.
- Review security screens from work area.
- May be required to open and close Father Solanus Casey Center according to established procedures.
- May be required to assist in gift shop: Gift shop duties include, but aren't limited to: stocking, inventory awareness and management, register sales and data entry.
- Observe Province guidelines in regards to handling donations and Seraphic Mass Association enrollments.
- Ensure opening and closing duties are performed to SCC guidelines.
- Perform other duties as requested.
- Retrieve phone messages and prayer requests daily.
- Comply with Province and ministry policies, procedures, guidelines and standards.

Qualifications: The desired education and experience level for this position are High School Diploma or GED; 1 year of related experience; professional demeanor and appearance, ability to work with the public, effective organization, interpersonal, verbal and written communication skills; ability to work well with others; general bookkeeping skills, knowledge and understanding of Catholic tradition; basic computer skills preferred.

Please send letter of interest and resume to: employment@thecapuchins.org . Please include Receptionist in the subject line.

Or mail to: Attention: Human Resources

Receptionist
The Province of St. Joseph of the Capuchin Order
1820 Mt. Elliott Street
Detroit, MI 48207