

**Receptionist – 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 sister-brotherhood 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.

Inspired by the example of our brother, Blessed Solanus Casey, the center strives to be a place of pilgrimage, healing, reconciliation and peace. The Receptionist is often the first contact with our guests when they arrive. This position is responsible for providing hospitality by greeting guests and directing incoming calls. The Receptionist will also assist in administrative tasks associated with the effective operation of the Center.

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, messages and prayer requests to the appropriate area
- Ensure that each guest receives outstanding hospitality by providing a friendly environment, greeting and acknowledging each guest.
- Responsible for retrieving and directing 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.
- Assist with mail room activities
- Perform administrative responsibilities including data entry, daily maintenance of office supply inventory, and cleaning general work area.
- Review security monitors from work area.
- May be required to open and close Father Solanus Casey Center according to established procedures.
- Observe Province guidelines in regards to handling general donations and those to the Solanus Mission Association
- Ensure morning and evening duties are performed to SCC guidelines.
- Comply with Province and ministry policies, procedures, guidelines and standards.

QUALIFICATIONS: High School Diploma or equivalent, 1 year related experience; ability to be conversational in more than one language (especially Spanish or Arabic) preferred; knowledge of and ability to provide effective customer services, able to operate phone system, general bookkeeping skills, knowledge and understanding of Catholic tradition and Blessed Solanus or willingness to learn, able to work a flexible schedule including weekends and travel locally, effective Microsoft Office Skills

Review of resumes and applications will begin immediately.

Internal candidates may apply by emailing a resume or internal application to employment@thecapuchins.org

Interested candidates may apply by emailing a resume to employment@thecapuchins.org include Receptionist in the subject line or by mailing a resume to:

3. Attention: Human Resources
Re: Receptionist
Conner Soup Kitchen
4390 Conner,
Detroit, MI 48215