

Receptionist – Part Time
Solanus Casey Center – Detroit – 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.

The Solanus Casey Center, a ministry of The Province of St. Joseph of the Capuchin Order, is currently seeking a front desk receptionist who will be responsible to greet visitors and direct incoming calls. The Receptionist may perform general clerical activities, as well as serve as backup for our gift shop.

Essential Duties include:

- 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
- Greet guests and visitors in a professional and hospitable manner
- Responsible to retrieve messages for various personnel
- Provide information regarding address, 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
- Review security screens from work area
- May be required to open and close Solanus Center according to established procedures
- Will be cross-trained in Gift Shop sales and customer service to serve as backup for gift shop employees
- Gift shop duties include, but aren't limited to: stocking, inventory awareness and management, register sales and data entry
- Perform other duties as requested

Qualifications: High School Diploma or GED. Ability to work independently and as part of a team. Effective problem solving, interpersonal and verbal communication skills. Demonstrated ability to work with the public.

Typical work week: 20-25 hours/week, 7 days a week including holidays, mainly afternoons

The review of resumes will begin immediately.

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

Or mail to: Attention: Human Resources
 Solanus Center Receptionist
 The Province of St. Joseph of the Capuchin Order
 1820 Mt. Elliott Street
 Detroit, MI 48207