Following position available:

Post Date: 1/15/2020

SETON SHRINE

VISITOR EXPERIENCE FACILITATOR: The Seton Shrine is seeking a friendly and hard-working team member to fulfill the responsibilities of the Information Desk and assist in various front-line visitor interactions from walk-ins to visiting groups. This position will interact with visitors before, during and after their visits in a hospitable way, operate and manage a software program for general admission and fundraising including handling money, and participation in all safety initiatives. This individual will work closely with the Education Coordinator and Group Visit Coordinator. The hours are 7.25-8.25 per day 5 days per week including weekends and evenings. The Shrine offers competitive pay and this position offers opportunities for growth to other roles under Visitor Experience Facilitator.

Knowledge and Experience: The successful candidate will retain a high school diploma or equivalent; a Bachelor's Degree is a plus. Previous experience in retail and/or office work is preferred, however not required. Basic knowledge of Saint Elizabeth Ann Seton and the Catholic Church is beneficial. Strong oral communication and interpersonal skills required.

For a full position description or to apply, contact Beth Gilbert, ext. 8020.