

# *Our Lady of the Angels Monastery, Inc.*

## **Job Description – Pilgrimage Assistant**

**Work Group :** Castle

**Reports to:** Pilgrimage Manager

**Full or Part Time :** Full Time

**Paid Hourly or Salary :** Hourly

**FLSA :** Non-Exempt

**Schedule :** Variable

### **Job Summary**

The Pilgrimage Assistant supports the Pilgrimage work group at the Shrine of the Most Blessed Sacrament. This is a highly varied skills position including repetitive office tasks and attention to Shrine pilgrims needs. The physical demands vary from sitting for long periods of time, to walking or driving for long periods of time. This position is highly visible and requires working both indoors and outdoors as needed.

### **Essential Duties**

- Welcomes Pilgrimage groups and directs pilgrims throughout the Shrine.
- Assists Pilgrimage with promotional efforts and other repetitive office tasks.
- Consistently reviews the general Pilgrimage voice mail and e-mail, and responds to requests for information.
- Posts Shrine schedules at all designated areas.
- Conducts tours of the Shrine and/or John Paul II Eucharistic Center.
- Prompt and consistent attendance.

### **Other Duties**

- Keeps Castle information booth fully stocked and fulfills all Shrine brochure requests.
- Covers Shrine Reception Desk as needed.
- Keeps work areas neat and clean at all times.
- Other duties as assigned.

### **Knowledge & Skills Requirements**

- Excellent verbal and written communication skills required.
- Fluency in Spanish strongly preferred.
- Able to work independently after initial direction.
- Considerable knowledge of Microsoft Office and other computer programs.
- Committed to upholding the mission of Our Lady of the Angels Monastery.
- Able to lift up to 35 lbs.
- High School diploma (or equivalent) required.
- Must have valid drivers license.

***Our Lady of the Angels Monastery is an Equal Opportunity Employer***

***Updated 2/22/17***