

## **Seton House of Prayer and Retreat Centre Guest Services Clerk**

Seton House of Prayer and Retreat Centre, situated in Kelowna, BC is seeking a Guest Services Clerk.

This is a contract position working up to 20 hours per week. This position pays \$25/hour. Reporting to the Financial Administrator, the Guest Services Clerk is responsible for:

- Maintains calendar bookings for upcoming retreats and events.
- Booking caterers and cleaning staff as required.
- Welcoming all visitors and processing all paperwork as required.
- Responding to all incoming inquiries and answering routine questions or directing calls to the appropriate person.
- Checking email, responding to or redirecting email to the appropriate person.
- Picking up, sorting and distributing incoming mail and dispatching outgoing mail and courier items.
- Managing the filing system.
- Making periodic bank deposits.
- Sending out invoices in a timely manner.
- Ensuring contractors are paid.
- Managing and monitoring the office supply and household goods inventory within the approved budget.
- Providing required reports and other documents.
- Assisting in the publication and distribution of parish flyers, newsletters and announcements.
- Coordinating and scheduling volunteers for special tasks as needed.
- Providing other duties as required.

Interested applicants are invited to submit a **cover letter and resume to [executive-cpc@nelsondiocese.org](mailto:executive-cpc@nelsondiocese.org) by March 16, 2025. Electronic submissions only please.**

All things being equal, active members of the Roman Catholic Church will be given preference. We thank all applicants for their interest. Please note that only those applicants selected for an interview will be contacted.