

ROMAN CATHOLIC DIOCESE OF NELSON

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 part-time position averaging 20 to 25 hours per week at a pay rate of \$25/hour plus benefits. Reporting to the Financial Administrator, the Guest Services Clerk is responsible for:

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

If you have strong customer service and communication skills with the ability to multitask we invite you to submit a cover letter and resume to executive-cpc@nelsondiocese.org by September 26, 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.