

ST BART'S



*Everybody needs a place.
We invite you to make this place yours.*

St. Bart's is a celebrated Manhattan landmark, home to a historic Episcopal congregation and a beacon of faith and inclusiveness for people of all faiths. Here is a place that is ancient and new, and what we do is often based on really ancient patterns—worship and music; loving service to the poor, the hurting, the lonely; working for justice and peace; lively, fearless education and formation of minds and souls. And that faith is also completely contemporary, engaged in the culture and the needs of the moment.

Our mission is to comfort, challenge and inspire a growing community of people in search of meaning and hope in their lives.

We embrace a performing arts venue, an active social service center, a pre-school, athletic facility, and a popular restaurant.

JOB TITLE: Visitor Services Associate (Lay position)

REPORTS TO: Reverend Zachary Nyein

SALARY: \$18.00-\$20.00 per hour

POSITION OVERVIEW:

The Visitor Services Associate will be a welcoming first point of contact at St. Bart's by providing information to visitors and congregants and will perform a variety of tasks at the Visitor's Desk and Bookstore.

Responsibilities:

- Respond to queries via email, by phone, and in person.
- Direct requests for food, counseling, and other assistance to our onsite community services organization.
- Process cash and credit card transactions at our bookstore.
- Maintain accurate inventory records by entering, tracking and reconciling merchandise.
- Organize inventory and maintain order and cleanliness in the bookstore.

- Process invoices and prepare deposits in a timely fashion.
- Maintain the lost and found drawer.
- Assist with special projects as requested by the clergy and other staff.
- Assist Facilities staff in the event of an emergency and submit incident reports as necessary.

Qualifications:

- Retail experience and familiarity with POS systems preferred
- Bachelor's Degree desired
- Strong written and verbal communication skills
- Friendly and welcoming demeanor
- Strong computer skills (familiarity with scheduling software is a plus)
- Ability to multitask and follow through with multiple projects at once
- Enjoys meeting and engaging with a diverse population of visitors
- Spanish speakers are strongly encouraged to apply

To apply contact Cory DiSalvo at cdisalvostbarts.org.

It is the policy of St. Bart's to provide equal employment opportunities to all qualified individuals with a strong commitment to diversity, equity, and inclusion.