

Pilgrim, Group, and Event Assistant

Job Description

The National Centre for Padre Pio, a Catholic shrine and information center located in Barto, Pennsylvania, is seeking a part-time *Pilgrim, Group, and Event Assistant*

Responsibilities Include

- Working on diverse projects with the Director of Evangelization and providing general administrative aid
- Serving as a back-up to the Director of Evangelization when she is not available
- Supporting the Director of Evangelization in completing tasks related to events occurring at the National Centre for Padre Pio
- Assisting with event set-up
- Interacting directly with visitors who are not part of an organized group
- Greeting visitors and providing a warm welcome and hospitality
- Serving as a tour guide when needed
- Sharing in the responsibility of publicly praying and livestreaming the daily Rosary and Chaplet of Divine Mercy
- Sharing in the responsibility of publicly praying and livestreaming the Stations of the Cross in Lent
- Livestreaming Masses on the First Saturday of every month and providing assistance as necessary
- Providing support for the monthly Padre Pio Prayer Group on the Third Saturday of every month
- Serving in the capacity of Sacristan as needed
- Assisting at Mass as a lector or Extraordinary Minister of Holy Communion as needed (after diocesan training session)
- Opening and closing of Spirituality Centre building as necessary
- Assisting with care, upkeep, and liturgical decor of the Spirituality Centre
- Managing flower sponsorships
- Collaborating with other staff members on a regular basis and supporting gift shop staff as needed when crowds are present
- Other duties are possible as the position is further developed.

Salary is commensurate with education and experience.

Job Requirements

The *Pilgrim, Group, and Event Assistant* will work primarily on Fridays and Saturdays from 9:00 AM to 4:30 PM and on Sundays from 11:00 AM to 4:00 PM for a total of 20 hours per week.

Applicants should be comfortable speaking to and engaging with large groups of people, with strong oral communication and interpersonal skills being essential.

Applicants should possess a passion for the Mission of the National Centre for Padre Pio and strive to continually grow in one's knowledge of the life and spirituality of Padre Pio.

Applicants must be willing to obtain *Safe Environment Training* which includes a Child Abuse Clearance and a Criminal Background Check.

Qualified applicants should send a cover letter and resume to Angela McClellan at angela@padrepio.org.

About the Employer

The National Centre for Padre Pio is located in Barto, Pennsylvania (70 minutes northwest of Philadelphia, 40 minutes southwest of Allentown, and 15 minutes north of Pottstown).

The mission of the National Centre for Padre Pio is to lead souls to God through the example of Padre Pio. In thanksgiving to God for the gift of Padre Pio in our lives, we at the National Centre for Padre Pio humbly strive to continue the salvific mission of Padre Pio. We offer to all, regardless of race, creed, or color, a place of refuge and revitalization in the Franciscan Spirit of love and peace.

In this place of refuge, we endeavor to educate and promote education in the teachings and spirituality of Padre Pio through speeches, seminars, workshops, retreats and pilgrimages.