



SHRINE OF OUR LADY OF GUADALUPE

La Crosse, Wisconsin

The Shrine of Our Lady of Guadalupe is hiring a **part-time weekend receptionist** to work 2-4 weekends per month.

Duties include:

- Warmly greet pilgrims and orient them to the layout of Shrine buildings and grounds
- Answer the telephone, transfer calls, and take messages
- Inform pilgrims about the Shrine schedule
- Provide pilgrims with information about candles to be lit in the Mother of Good Counsel Votive Candle Chapel and the various Shrine Guilds (St. Peregrine, St. Juan Diego, St. Gianna, St. Maria Goretti and Divine Mercy)
- Promote the mission of the Shrine to lead people to Christ through Our Lady;
- relate the story of Our Lady of Guadalupe to pilgrims and answer pilgrims' questions relating to religious aspects of the Shrine
- Assist with light cleaning duties
- Other duties as requested by Executive Director and weekend managers

Interested applicants can submit their application and cover letter to Laura Antonie at Lantonie@guadalupeshrine.org