



Job Description:

Trinity Church in the City of Boston is seeking a Front Desk Associate to join their team. The Front Desk Associate's responsibilities include, but are not limited to, welcoming guests and staff, answering phones and securing the property at the end of shifts. Computer skills a plus. Excellent communication skills and reliability are key requirements for the successful candidate. Time flexibility is a must. A willingness to perform a variety of tasks is required. The weekly schedule for this position is Tuesdays, Wednesdays, and Thursdays from 3pm-9:30pm but with the possibility to change shifts on short notice if needed. Job Type: Part-time hourly:

- Evening shift
- Holidays
- Weekends as needed Ability to commute/relocate:
- Boston, MA 02116: Reliably commute or planning to relocate before starting work (Required)

Interested candidates should submit a resume to Celine Larimer at clarimer@trinitychurchboston.org