



Marian Catholic High School Advancement Intern Job Description

Job Title: Advancement Intern
Work Schedule: Monday – Friday, 8:00 am – 5:00 pm
Hours per week: 20-25
Salary: unpaid
Positions Available: 1-2

Description:

An Advancement Intern is an unpaid position which will work closely with the Marian Catholic High School Advancement Team in the areas of advancement, marketing, public relations, event planning, annual giving and alumni relations. The Marian Catholic High School Internship Program is intended to assist Marian Catholic alumni gain practical experience, use and hone their skills, foster their professional development, and facilitate their transition from college to work. Interns are not employees of Marian Catholic High School and will not be entitled to a job or position at Marian Catholic at the conclusion of the internship.

Duties:

Duties include attending staff meetings; assisting the Advancement Department; maintaining the Marian Catholic social networks; contacting benefactors and alumni; mailings; assisting in the development and dissemination of marketing pieces; assisting in the planning and execution of events; performing other duties as assigned.

Requirements:

Strong consideration will be given to graduates of Marian Catholic High School who possess a deep Catholic and Dominican identity and have received or are actively working towards a Bachelor's degree in marketing/advertising/communication/education/English or related degree. The candidate must be proficient in Word, Excel, PowerPoint and database management. The successful candidate will be: a self-starter, detailed orientated, highly organized, able to handle several projects simultaneously, flexible with their schedule (including evenings), and able to meet deadlines. The candidate must possess: excellent writing and communication skills, a high level of integrity, and a positive attitude. Photography, graphic arts and digital editing skills are a plus.

How to Apply:

Email: AdvancementIntern@MarianCHS.com