

Job Posting Form 2018 -2019

Date Posted: November 14, 2018

Title of Position: *Advancement Coordinator for St. John Vianney Parish and Catholic School*

Type of Employment: Part time

Salary: Commensurate upon experience/education

Employer Name: St. John Vianney Church

Employer Contact Name and Title: Fr. Mark Noonan, Pastor

Employer Address: 2950 Southwestern Boulevard, Orchard Park, New York 14127

Employer Website: www.saintjohnvianney.com

Job Description: *The advancement coordinator will help design, implement and maintain a full advancement program for St John Vianney parish and school pertaining to recruitment, enrollment and overall growth. This position is also responsible for the oversight of all marketing, communications, alumni, and admissions activities. All responsibilities are to be in line with the overall mission of St. John Vianney parish and school. The advancement coordinator should have a strong commitment and understanding of school advancement donor recognition and stewardship. The advancement coordinator reports directly to the pastor and works collaboratively with the school principal, parish administration, as well as the parish school board and parish councils.*

Degree Requirements: Bachelor degree

Qualifications/Skills

- Knowledge and familiarity with various social media platforms
- Ability to maintain clear, accurate records and prepare accurate and timely reports
- Managerial, leadership and supervisory skills
- Excellent interpersonal, oral, and written communication skills
- Proven project management skills
- Highly self-directed with an attention to detail and ability to organize effectively

Experience Required: Advancement experience or event planning experience

Other Skills/Requirements: The following are some of the duties of the position but not limited to the following:

- Help to facilitate all recruitment activities and events for school and parish growth (open house, etc.)
- Work closely with principal to help coordinate internal and external initiatives that attract and retain consistent student numbers to support the mission and goals of school growth

- Create and maintain a strategic communication/marketing plan for parish and school growth to reach parishioners and community. This would include creating basic social media content for website and social platforms
- Responsible for assisting the parish and school with overall parish fundraising
- Develop and increase communication with alumni to help connect and reconnect with school and parish
- Set priorities to meet annual goals
- Work closely with parish finance council and school board to reach objectives and goals
- Oversee the management and updates of alumni, donor and volunteer databases

EOE

How to Apply:

E-Mail: hr@sjvop.org

Please include: Résumé and [employment application](#) NO LATER THAN 12/3/18

Updated: September 2018