



St. Theodore Guerin High School
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EMPLOYMENT OPPORTUNITY

Alumni Relations and Social Media Specialist

St. Theodore Guerin High School, located in Noblesville, Indiana, is accepting applications for a part-time **Alumni Relations and Social Media Specialist**.

Position Summary

The Alumni Relations and Social Media Specialist will be responsible for all aspects of the Alumni Relations program and will serve on the Social Media team with activities and goals within the Guerin Catholic's Strategic Plan and Advancement Plan. This position will be part of the Advancement and Social Media teams and report to the Vice President of Institutional Advancement to establish programs, activities, publications, and services that will develop and enhance alumni affinity and support of Guerin Catholic.

Responsibilities include but are not limited to:

Alumni Relations

- Create and implement comprehensive Alumni Program to include activities such as reunions, homecoming, holiday breakfast, class agent program, admissions ambassadors, and all advancement events
- Serve as the staff liaison for Alumni Association and its executive committee
- Develop and implement solicitation strategy for the Annual Day of Giving event and work in coordination with Director of Annual Giving
- Maintain and solicit a portfolio of Alumni donors for annual fund support

This position will be part of a comprehensive and dynamic Advancement team that includes school administrators, strategic marketing and communications, enrollment and fundraising areas. Activities will be part of an annual plan that aligns with the overall school strategic plan with specific objectives, annual metrics and goals for fundraising support with individuals and corporations.

Social Media

- Work in conjunction with the Director of Marketing, implement communications strategy across all of GC's social media channels
- As one of several GC Social Media administrators monitor and post GC activities and information to all social media channels
- Meet monthly with Marketing team leaders to discuss strategy, vision and mission

Qualifications

The successful candidate will be detail-oriented, organized, and have the ability to work collaboratively to develop a new Alumni and Stewardship program. Great written and oral communications are also required with social media experience a plus. Must be a team player and have a positive approach to work. Must be flexible to work at several special evening and weekend events throughout the year. Bachelor's degree with 1-3 year of work experience. Guerin Catholic High School Alumnus/a preferred.

Application Procedure

Interested and qualified candidates are asked to submit a letter of interest, résumé and a diocesan application. All documents should be emailed to: apply@guerincatholic.org.

Applications will be accepted until the position is filled.

St. Theodore Guerin High School is an Equal Opportunity Employer.