



St. Theodore Guerin High School
15300 Gray Road
Noblesville, Indiana 46062

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guerincatholic.org

Administrative Assistant (Advancement Office) – Part Time

The Office of Institutional Advancement at St. Theodore Guerin High School, located in Noblesville, Indiana, is accepting applications for a part-time (20 hours per week) temporary position to assist with administrative duties pertaining to the school's Unite+Build+Soar capital campaign. Employment will begin immediately and conclude on May 31, 2024.

Position Summary

This position supports the Vice President of Institutional Advancement and Advancement Team by performing administrative functions related to the campaign effort. It requires a working knowledge of Guerin Catholic's policies, procedures, and operations and an understanding of the school's role within the community. The position has recurring contact with members of the Guerin Catholic Campaign Leadership Committee and Advancement Committee, as well as campaign donors and prospects.

Duties and Responsibilities

- Managing campaign calendar - setting meetings, sending invitations, creating meeting packets and inventorying campaign marketing materials, etc.
- Providing support for campaign special events (i.e. staffing, nametags, registration, silent auction etc.)
- Assisting with special projects for the campaign such as the Alumni Brick Project and the public launch.
- Assisting with gift acknowledgements and donor mailings
- Learning and using Advancement database, Raiser's Edge.
- Assisting with management of campaign budget including providing PO's, reconciliation of expenses, reimbursements, and vendor payments.
- Other campaign-related duties as assigned

Qualifications

- One to three years of prior administrative assistant experience.
- Ability to honor and maintain confidentiality.
- Excellent verbal, written, and communication skills
- Attention to detail
- Organizational skills.
- Computer literacy / keyboarding ability, including proficiency with Google docs, Excel, and presentations.

Note: As a temporary part-time assignment, this position is not eligible for benefits.

Contact Information

Interested and qualified candidates may submit a letter of interest and resume to apply@guerincatholic.org no later than June 17, 2022. Questions about the position should be directed to Lori Norris, Vice President of Institutional Advancement, at lnorris@guerincatholic.org, or 317.582.0120, ext. 216.