



OUR LADY
of
GOOD
COUNSEL
HIGH SCHOOL

Our Lady of Good Counsel High School Alumni Engagement Internship

Working under the direction of the Director of Alumni Engagement, the Alumni Engagement intern will support various aspects of alumni engagement, outreach and fundraising for Our Lady of Good Counsel High School. The intern will gain exposure to the inner workings of a nonprofit, including engagement, event planning, cultivation, mentorship and stewardship. This is a summer, paid position with an opportunity to be considered for the fall semester. The Director of Alumni Engagement will work with the intern to help meet any requirements to receive college course credit for this internship. Ideally, the candidate will be available 20 hours per week. Hours will be flexible to work around schedules.

Responsibilities may include the following:

- Communicating and interacting with students, staff, faculty, alumni, parents, and community leaders
- Writing and proofreading letters, articles, and documents
- Organizing logistics and attendance for events
- Supporting strategies to recruit and engage Alumni Class Agents
- Compiling and preparing class notes for school magazine and e-communication
- Assisting with data entry to update constituent records with affiliations and interests
- Conducting prospect research
- Maintaining and updating alumni calendar
- Other duties as assigned

Minimum Qualifications:

- Full-time undergraduate student
- Extraordinary attention to detail, accuracy and organizational skills
- Strong verbal and written communications skills
- Familiar and proficient with social networking websites including Facebook, Twitter, Instagram and LinkedIn
- Capable of working independently but willing to take directions to meet team goals
- Proficient with Microsoft Office Suite and Google Drive
- Must be able to pass criminal background check

Non-discrimination:

Our Lady of Good Counsel High School does not discriminate in its educational and employment policies on the basis of race, color, national origin, ethnic origin, sex, age, disability, religion, sexual orientation. The following person has been designated to handle inquiries regarding the non-discrimination policy: Evelyn Nicholas at enicholas@olgchs.org.

How to Apply:

Interested candidates should submit a cover letter and resume to: G.J. Kissal, Director of Alumni Engagement, and gkissal@olgchs.org. Applicants should apply by **May 15, 2021** for best consideration.