



OUR LADY
of
GOOD
COUNSEL
HIGH SCHOOL

Our Lady of Good Counsel High School Advancement Internship

Working under the direction of the Director of Advancement, and in coordination with the Director of Alumni Engagement, the Advancement intern will support various aspects of alumni engagement 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, donor research and stewardship. This is a fall, for college credit position. The Director of Advancement will work with the intern to help meet any requirements to receive college course credit for this internship. Ideally, the candidate will be available 18 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
- Organizing scholarship content to integrate into new software
- Compiling giving society mailing packages
- Assisting in implementing planned giving communications program
- 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 (individual, corporate, and foundation)
- Assisting with marketing plan for Good Counsel Connect
- 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: Savannah Renehan at srenehan@olgchs.org.

Applicants should apply by **August 10, 2022** for best consideration.