**ADVANCEMENT ASSISTANT – PART-TIME - DE SMET JESUIT HIGH SCHOOL**

De Smet Jesuit High School welcomes applications for the position of Advancement Assistant. This 25 hours per week position will facilitate the work of the Advancement Team by assisting with planning, preparing and organizing events, campaigns, activities and special projects. This position will provide administrative and logistical support, including recruiting and managing volunteers and helping to maintain the Advancement databases. The Advancement Assistant will work with a broad range of school leaders, parents, and alumni.

This position requires a Bachelor’s degree or equivalent in Business, Marketing, Communications, or related area and at least one year of solid experience in a related area. Qualified candidates must be well-organized, detail-oriented and able to demonstrate excellent verbal and written communication skills. Candidates with fluency in basic donor database software navigation and management will be preferred.

**For more information and to apply, visit** [**https://www.desmet.org/about/careers**](https://www.desmet.org/about/careers)**.**

EOE M/F/D/V Committed to Diversity and Inclusion