

PROVIDENCE

THE COLLEGE PREPARATORY SCHOOL FOR GIRLS GRADES 6-12

Position: Alumnae Relations Director (Part time)

Description:

Seeking Christian role model who will be involved in engaging alumnae with each other, with Providence students and with the community. Major responsibilities and duties will include coordinating and planning annual alumnae masses, reunions, social events, and fund-raising opportunities. Also, inform Providence alumnae of the Providence mission and news by ways of newsletter publications, e-mails and social networking sites. Maintain records and information about Providence alumnae. The director will be the administrative liaison to the Providence Alumnae Association.

Skills:

- Highly energetic with team building skills
- Productive organizational skills
- Effective and inclusive communication skills to include social media.
- Proficiency in computer applications,

Minimum Qualifications:

- Bachelor's degree from an accredited four-year university or college.
- Technology proficiency is required of staff including all Microsoft Office, Adobe, and other defined software applications.
- Additional duties as assigned by the Principal. Some evening and weekend work required.

Contact: Elise Denoux, Principal: 210-224-6651 x212, edenoux@providencecatholicschool.net

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