



The mission of Our Lady of Perpetual Help School and faith community is to provide a Catholic education that fosters a relationship with God and enables students to become confident, lifelong learners.

Advancement Operations Assistant

Position Summary

The Advancement Operations Assistant supports the school's advancement, enrollment, and community engagement efforts through administrative and operational support. Responsibilities include managing communication workflows, coordinating schedules, supporting events and special projects, maintaining databases and records, and assisting with daily office operations. The ideal candidate is organized, detail-oriented, collaborative, and committed to providing a welcoming and efficient experience for families, donors, and community partners.

Position Qualifications and Skills

- Strong organizational, administrative, and time-management skills with the ability to manage multiple projects and deadlines.
- Excellent written and verbal communication skills, with a professional, welcoming approach to working with families, donors, and community members.
- Proficiency in office technology, databases, and digital communication platforms, with a high level of attention to detail.

Position Responsibilities

- Provide administrative support for advancement and enrollment operations
- Maintain admissions files, donor records, and organizational databases
- Coordinate calendars, meetings, appointments, and event logistics
- Assist with communications, mailings, and document preparation
- Support event planning, volunteer coordination, and advancement activities
- Assist with data entry, reporting, and record maintenance
- Prepare materials for fundraising campaigns, admissions events, and community initiatives
- Support office organization, inventory management, and workflow coordination
- Provide general operational support to the advancement and enrollment team

Personal Characteristics

- A lifelong learner
- Joyful and energetic
- Collaborative
- Motivated to succeed

Why Work at OLPH?

Our Lady of Perpetual Help is committed to providing an education that fosters the realization that each person's relationship with God, self, and others is a lifelong process. Recognizing the uniqueness and potential of our students, students attain academic excellence through a curriculum which promotes spiritual, intellectual, social and physical growth. We dedicate ourselves to preparing the students to live in an ever-changing society. We strive to motivate the students to employ Christian principles in using their talents to serve the needs of others. We encourage a free exchange of ideas and opinions among students, parents, and teachers. We seek to instill a sense of continuity with the past and commitment to the future.

To Apply for this Position

Submit resume with cover letter to Dr. Caroline Flynn at cflynn@myolph.com