

OUR LADY QUEEN OF PEACE PARISH & SCHOOL EMPLOYMENT OPPORTUNITY

Development Assistant – .5 FTE (20 hours/week)

Under the supervision of the Development Director, the Development Assistant is responsible for providing administrative support to the development office as well as assisting with marketing and communications initiatives. Some evenings and weekend hours required.

- **Administrative:** donor database management (with aid of Administrative Assistant), prepare committee agendas and minutes, and other duties as assigned
- **Marketing:** Assist with website updates, email Marketing, Social Media, newsletters and sponsorship packets
- **Financial Appeals:** Assist Annual Stewardship Appeal, Annual Catholic Appeal, and Maintaining our Vision
- **Special Events:** Oversight of Annual Spring Planting, Tree Lighting, Parish Festival and New Member Cookout
- **CMC:** Assist the CMC with written donor communication and occasional events.
- **Membership:** In conjunction with QP Community Enrichment, host new member welcomes twice a year, ensure engagement, follow-up and recognition.

The ideal candidate will have:

- Bachelor's degree in public relations, communications or similar field
- 2 – 5 years of marketing and/or communications experience preferred; familiarity with church or non-profit organizations a plus
- Strong written and verbal communication skills, professionalism and attention to detail
- Proficiency with Microsoft Office products, some knowledge of HTML and mail merges
- Ability to handle sensitive information to maintain confidentiality and learn church-centered database

If interested, please send cover letter and resume to Jeanne McLellan, Parish Administrator: jeanne.mclellan@gopc.org.