LOURDES ACADEMY JOB POSTING  
Central Business Office  

Position: Marketing and Communications Intern

Reports to: Director of Advancement  
Status: Intern, unpaid

Position Summary:

The incumbent is responsible for assistance in planning, design, promotion, organizing and managing advancement projects and events. Assists in ensuring deadlines and budgets are adhered to.

Responsibilities:

- Work closely with the Advancement Department to define project or event goals, objectives and specific implementation plans
- Prepare marketing and communication pieces
- Design print materials for advancement projects and activities (i.e., Shield, Donor Report, invitations, etc.)
- Assist with promotional activities
- Assist with coordination of mailings and events
- Work with advancement team and school representatives to manage social media content for the school system

This list of responsibilities is not intended to be all-inclusive and may be adapted as deemed necessary.

Qualifications:

- Candidate pursuing an associate or bachelor degree in development, marketing and communications, or seeking experience in a fundraising capacity
- Experience with graphic design software, InDesign preferred
- Excellent organizational, planning and project management skills; ability to perform multiple tasks and prioritize based on level of urgency and importance
- Ability to problem solve and work independently in a changing and multi-tasking environment with numerous deadlines
- Demonstrated ability to maintain a high degree of confidentiality
- Effective verbal and written communication skills
- Ability to and willingness to work effectively with others to promote teamwork and the values of Lourdes Academy
- Ability and willingness to work non-standard hours, as needed
- Good working knowledge of Microsoft Office Suite, especially Word and Excel
- Strong interpersonal skills to facilitate effective relationships with faculty, staff, management, committees and stakeholders
- Commitment to the highest standards of customer service, for both internal and external stakeholders

The information presented indicates the general nature and level of work expected of employees in this position. It is not designed to contain, or to be interpreted as, a comprehensive inventory
of all duties, responsibilities, qualifications, and objectives required of an employee in this position.

The incumbent is able to support, affirm, and uphold, by word and example, the teaching of the Catholic Church.

*All positions are contingent upon the successful completion of diocesan background check and VIRUS Safe Environment Awareness training.*

Candidates should submit letter of interest and resume to:
E-mail: humanresources@lourdes.today