



**Date Posted:** 8/2/ 2017

**Title of OPEN Position:** School Advancement Director

**Type of Employment:** Part-time

**Salary:** Commensurate upon experience/education

**Employer Name:** Christ the King School

**Employer Contact Name and Title:** Kelly Caterina, Business Manager

**Employer Address:** 30 Lamarck Dr. Snyder, NY 14226

**Employer Website:** [www.myctkschool.com](http://www.myctkschool.com)

**Job Description:** To cultivate alumni relations and to create school marketing and advancement strategies and activities.

**Degree Requirements:** B.S. or Masters in related field

**Qualifications/Skills:** The ability to develop good working relationships with school administration, parent groups and business manager to establish an atmosphere of team work. Strong communication skills a must.

**Experience Required:** Social media and marketing experience with knowledge of community relations.

**Other skills/requirements:** Start date to be determined.

**EOE**

**How to Apply:**

**By MAIL:** Christ the King School  
Mr. Samuel Zalacca, Principal  
2 Lamarck Dr.  
Snyder NY 14226

Or

Church of Christ the King  
30 Lamarck Dr.  
Snyder NY 14226

**E-Mail:** [kcaterina@ctksnyder.com](mailto:kcaterina@ctksnyder.com) or [szalacca@myctkschool.com](mailto:szalacca@myctkschool.com)

**Fax Number:** 716 370-0364

Please include: Résumé, [employment application](#)  
Until the position is filled

Updated: July 2016