



Date Posted: October 12, 2018

Title of OPEN Position: Advancement Assistant

Type of Employment: Full-time

Salary: Commensurate upon experience/education

Employer Name: Cardinal O'Hara High School

Employer Contact Name and Title: Renee Orr, Director of Advancement

Employer Address: 39 O'Hara Rd., Tonawanda, NY 14150

Employer Website: www.cardinalohara.com

Job Description: Full time position assisting with all aspects of fundraising, special events and alumni relations.

Degree Requirements: Bachelors Degree,

Qualifications/Skills:

Experience Required: Minimum one year experience in related field

Other skills/requirements:

EOE

How to Apply:

E-Mail: rorr@cardinaohara.com

Please include: Résumé and Cover letter.