



MOUNT ST. MARY ACADEMY

Date Posted: May 28,2024

Send resume to: Name: Elizabeth Suchan-Reitz, Director of Admissions
Address: Mount St. Mary Academy, 3756 Delaware Avenue, Kenmore, NY 14217
Email: esuchan-reitz@msmacademy.org

Type of Employment: Summer: Part-Time If part-time, # of hours per week Full-Time:

Job Title of Open Position: Community Engagement Associate

Salary: \$39,500 – 41,500 Salary will be: hourly other

Employer: Mount St. Mary Academy Department Admissions and Athletics

Location Address: 3756 Delaware Avenue Kenmore, NY 14217

Employer website: www.msmacademy.org

Brief Job Description

Mount Saint Mary Academy, an all-girls Catholic high school in Buffalo, NY, serving grades 9-12 seeks to hire a **Community Engagement Associate**, a full-time support to our Admissions and Athletics Divisions for the 2024-2025 academic year.

The successful candidate supports the mission and philosophy of Mount St. Mary Academy. In particular the Community Engagement Associate works to promote the school and create a positive rapport with key stakeholders. This person will serve as an assistant to many key Admissions and Athletic events, providing vision and direction to ensure successful planning and implementation.

Applicants should provide a cover letter, resume and two references.

Essential Duties & Responsibilities

Event Planning and Coordination:

- Create, direct, organize, communicate and implement the following Admissions functions and events, but not limited to:
 - Signature Fall Festival Event
 - 8th grade and incoming student Events

- Summer Camps
- Supplemental workshops/clinics for various schools, as well as community events with Fine Arts department
- Book travel and coordinate logistics for all athletic trips, all sports seasons
- Orchestrate logistics for all senior athletic celebrations and sports signings (set up, invitations, etc)
- Support the Athletics annual fundraisers and Hall of Fame induction with support in planning and actual event

Website and Social Media Management, Database Entry and Record Keeping:

- Maintain detailed database of prospective students using Blackbaud software, and Microsoft Excel to track students contact information.
- Learn additional Blackbaud competencies to create a fluid registration system that works to increase ease of Freshman Registration process.
- Support website maintenance and design with updates and regular additions to Admissions pages
- Keep Athletics Website updated
- Run MSM Athletics Twitter Account.
- Keep League Rosters updated on Shared Drive
- Collect and keep accurate log of uniform return

Admissions Coordination Support:

- Engage with student body to help create rapport to build a contingency of Admissions Ambassadors
- Support Director of Admissions with events, including, but not limited to:
 - "Mountie for a Day" visits
 - Open House - Fall and Spring events
 - High School Placement and Scholarship Test
 - Freshman Registration Night
- Assist with scholarship and financial aid allocation
- Assist with recruitment visits to local feeder schools
- Assist with marketing efforts, including annual summer photoshoot, conversations with marketing partners
- Develop additional strategies to reach out to prospective students with support from Director of Admissions

Qualifications: Required Education/Experience

- Bachelor's degree in communications or related fields, business, secondary and/or higher education preferred.
- Experience in events management desired.
- Knowledge of management software (Blackbaud) preferred.

Desired Skills

Knowledge, skills and abilities:

- Strong writing and event planning skills

- Keen attention to detail
- Work collaboratively with others
- Form positive relationships with students, staff, volunteers, and others who have a stake or interest in the school
- Manage events budgets
- Handle multiple tasks concurrently and meet tight deadlines.
- Displays confidence in entering and managing data into Blackbaud and/or related school management system
- Social media and website savvy. Graphic design skills a plus.

Ergonomic Requirements:

- Have ability to stand, sit, stoop, kneel, bend are movements necessary for this position.
- Light to medium lifting, walking, carrying, etc is required.
- Tasks involving working on a computer involve extensive wrist and hand movement.

E.O.E.

How to Apply: By Mail E-Mail Fax as above, no later than **Friday, June 7, 2024**