



OUR LADY OF BLACK ROCK SCHOOL

Date Posted: July 10, 2017

Title of OPEN Position: Advancement Director

Type of Employment: Part Time (approx. 10+ hrs. per week)

Salary: Commensurate upon experience/education

Employer Name: Our Lady of Black Rock School

Employer Contact Name and Title: Martha Eadie, Principal

Employer Address: 16 Peter Street, Buffalo, NY 14207

Employer Website: www.OLBRSchool.org

Job Description: Part time position: Communicates with local media, alumni, and school families for events involving OLBR; general business and understanding of not-for-profit operations. Collaborate with school, benefactors, alumni, and community partners to oversee/manage projects and activities

Degree Requirements: Bachelor's Degree preferred

Qualifications/Skills: Excellent written and verbal skills; organization and time management skills; Technical literacy a must

Experience Required: Business experience preferred; school environment a plus, but not required

Other skills/requirements: Technology; Microsoft including Excel and Word
EOE

How to Apply:

By MAIL: Martha Eadie, Principal
Our Lady of Black Rock
16 Peter Street
Buffalo, NY 14207

E-Mail: eadie@olbrschool.org

Fax Number: (716)447-9926

Please include: Résumé, [employment application](#) and (if applicable) NO LATER THAN July 31, 2017