



Advancement & Communications Assistant

Part-time, 15-20 hrs/week

Reports to the Director of Advancement

The Advancement & Communications Assistant at the Jesuit Retreat House (JRH) is responsible for supporting our communication, marketing, development, and fundraising efforts. This position reports to the Director of Advancement and works in close collaboration with other staff members.

To apply, please send a cover letter along with current resume to Fr. Mark Carr, SJ, Executive Director at mcarr@jesuitretreathouse.org. Applications will be reviewed on a rolling basis until the position is filled.

Essential Duties

- Help with the design, content, and production of newsletters, annual retreat schedules, etc.
- Serve as liaison with printer, ad hosts, and ad designers
- Generate print and video content for newsletters, e-blasts, social media, and website
- Assist with the production of marketing materials and strategies for weekend retreat coordinators
- Help manage social media accounts: post content for JRH across social media channels; keep up-to-date with trends on social media
- Assists with gift processing and acknowledgement production in DonorPerfect
- Help maintain mailing and contact lists
- Maintain data integrity in DonorPerfect and Dataverse databases
- Coordinate and support JRH's presence at promotional events
- Assist with hosting Lakeside Speaker Series, benefactor gatherings, and other events that promote JRH and foster relationships with benefactors, stakeholders, and the community
- Other duties as assigned

Skillsets/Qualifications

- Aligned with the Ignatian mission and core values of the Jesuit Retreat House
- Strong written and verbal communication skills, including telephone and customer service skills
- Attention to detail in supporting the design and format of communications and marketing materials
- Efficient in managing several work assignments and tasks simultaneously, prioritizing work, and meeting deadlines

Jesuit Retreat House on Lake Winnebago, 4800 Fahrwald Road, Oshkosh, WI 54902 (920) 231-9060
www.jesuitretreathouse.org

- Proficiency with Microsoft applications, including Excel and merge applications, Outlook, SharePoint, and Teams, as well as experience working with a database system
- Adept at using a basic graphic design tool such as Canva
- Positive attitude, relationship-building skills, a high-level of self-motivation, and a strong, responsible work ethic
- Demonstrated ability to work independently and as part of a team, to think ahead and be a problem-solver
- Proficient in social media
- Associate's degree or higher desired
- Complete the Diocese of Green Bay VIRTUS Safe Environment Training and pass a background check

Job Type

The 15-20 hour workweek schedule is open to discussion and will be mutually decided upon at the time of hire and may require occasional evening and weekend obligations. Minimum of two days per week on site is required.

Wage: \$18-\$22 per hour.

Benefits: Employees who work less than 20 hours/week are not eligible for benefits.

Physical requirements

While performing the duties of this job, the employee is: frequently required to stand, walk, use hands for daily office work; occasionally required to lift and/or carry items up to 30 pounds; 20/20 vision (corrected or uncorrected) required; must be able to pass a hearing test (corrected or uncorrected).

The Jesuit Retreat House, located on Lake Winnebago in Oshkosh, WI, since 1961, welcomes over 2200 people annually. JRH has a total staff of 25 people including full-time and part-time employees who serve in the areas of retreat ministry, maintenance, housekeeping, kitchen, and the business office. JRH is a Catholic, non-profit, ministry sponsored by the Midwest Jesuits.