



## **Advancement & Admissions Associate**

### **Overview**

Saint Joseph Academy (SJA) is an academic faith community for young students in grades 7-12. We endeavor to form young men and women who will succeed in university studies, who know and love Jesus, and who actively participate in the worship and mission of the Church, including the Church's preferential option for the poor.

SJA is currently seeking a dynamic individual to serve as the Advancement & Admissions Department Associate. The Associate plans, organizes, directs, schedules, and participates in all activities in collaboration with team members from these departments. This position will be directly responsible for a variety of philanthropic initiatives, and reports directly to the VP of Academy Advancement and Alumni Affairs.

### **Essential duties and responsibilities include, but aren't limited to:**

- Act as Liaison to the SJA Alumni Association and assist them in the on-going development of the Association and its operations.
- Act as point of contact for SJA alumni – assist in reunion planning
- Plan and execute alumni gatherings and mixers both local, state wide and nationally
- Assist in organizing and executing the annual Alumni Golf Tournament
- Establishes and maintains an On-line store for SJA merchandise
- Create monthly Admissions newsletters, bi-monthly alumni newsletters and annual publications for Admissions and for Advancement
- Plans and executes the annual Day of Giving campaign
- Assists the Director of Admissions with the organization of prospective students' files
- Assists with planning and executing events for the Admissions department

This is a full-time position which includes a comprehensive benefits plan, including health, dental, vision, and retirement. The position will be open until filled by a qualified candidate. Salary commensurate with experience.

### **Qualifications**

- An understanding of the mission of SJA and the value of Catholic secondary education
- Bachelor's degree or significant experience preferred
- Graduate from Saint Joseph Academy preferred
- Strong organization skills; ability to multi-task
- Comfortable working with technology and social media
- Ability to work independently
- Bilingual preferred

For more information or to apply, send your résumé and references to:

Donna Barron

VP of Academy Advancement and Alumni Affairs

Saint Joseph Academy

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