

Mercy High School Advancement Intern Job Description

Advancement Intern

Tuesday, Wednesday, Thursday, 10:00 am – 2:00 pm

Reports to Directors of Advancement

Unpaid Position

An Advancement Intern is an unpaid position, working closely with the Mercy High School Advancement Team in the areas of advancement, marketing, public relations, event planning, annual giving and alumnae relations.

The Mercy High School Advancement Internship is intended to assist Mercy alumnae gain practical experience and foster their professional development. Interns are not employees of Mercy High School and will not be entitled to a job or position at Mercy at the conclusion of the internship.

Duties:

Duties include assisting the Advancement Department;

- Event assistance including seeking sponsorships for Golf Outing and connecting with alumnae to increase Reunion Weekend attendance.
- Organization of the Adopt a Seat Program
- Assistance with Annual Appeal planning for the year including outlining each piece; determining audience and desired message
- Assist in creation of Notable Alumnae webpage
- Data entry and research
- Greeting visitors, answering phone calls

Requirements:

Strong consideration will be given to graduates of Mercy High School who have received or are actively working towards a Bachelor's degree in marketing/advertising/communication or related degree. The candidate must be proficient in Word and Excel.

The successful candidate will be: a self-starter, detailed orientated, highly organized, able to handle several projects simultaneously, flexible with their schedule (including some evenings), and able to meet deadlines. The candidate must possess: excellent writing and communication skills, a high level of integrity, and a positive attitude.

How to Apply:

Send resume to the attention of Jennifer Stark and Maureen Weiss at advancement@mhsmi.org

