

Assistant to the Manager of Communications and Event Planning and the Director of Alum Relations, Annual Giving, and Hospitality

Supervisors: Director of Alum Relations and Manager of Communications

Job Summary: This person splits his/her time between the Director of Alum Relations and the Manager of Communications and Events. (S)he will spend 17.5 hours per week with Communications and 17.5 hours per week with Alum Relations. (S)he is responsible for maintaining the day-to-day functions of the office and assisting the directors as necessary.

Both Offices

- Manage daily communications: email (alum.relations@garrett.edu), phone, social media
- Order office supplies as needed
- Supervise student workers
- Manage office budget, expenses, check requests

Communications and Events Office

- Create and design electronic and print media (Adobe Creative Suite, MS Publisher)
- Maintain the seminary's website, calendar, and social networking sites (Joomla, RS FormPro, Facebook, Twitter, LinkdIn, Google Aps)
- Layout of *Aware*, the quarterly publication of the seminary for alumni and friends
- Serve as a liaison between the office, event coordinators (staff, faculty, students), and outside vendors
- Support in the coordination of each event's team of students/helpers/caterers
- Set-up and manage sound booth, lighting, microphones, and IT needs at events as needed
- Assist individual event coordinators with establishing and tracking registration and budget
- Assist with other projects at the discretion of the Manager, Vice President of Development, and the President

Alum Relations and Annual Giving Office

- Assist with stewardship mailings
- Assist with the phonathon
- Plan, track, and staff alum events and class reunions
- Assist with publicity and communication for alum regional meetings and annual conference meetings
- Maintain, update, and deliver reports (InfoMaker)
- Make prompt and accurate data changes in the database (Jenzabar)
- Coordinate, guide, and assist students as they research alum contact information

Requirements for this Position

- Have a minimum of a bachelor's degree or the equivalent combination of education and experience from which comparable knowledge and abilities can be acquired.
- Have the ability to take charge, multitask, and expedite processes
- Be comfortable working on both PC and MAC interfaces
- Have the ability to think forward and anticipate next steps
- Have the ability to keep confidential information
- Understand the seminary's mission and the office's role to support it