



## Advancement & Communications Assistant

Full-time or Part-time, 25-40 hrs/week | Benefit eligible

Reports to the Director of Advancement

The Advancement & Communications Assistant at the Jesuit Retreat House is primarily responsible for supporting our communication, marketing, development, and fundraising efforts. This role also coordinates hosted groups and helps with retreat registrations. The Jesuit Retreat House, located on Lake Winnebago in Oshkosh, WI, since 1961, welcomes over 2200 people annually. Approximately 70% of those who come to JRH participate in one of our many retreats. The remaining 30% come as part of a hosted group which rents our facility to offer their own programming, or as individuals making private retreats. The Advancement & Communications Assistant reports to the Director of Advancement and works in close collaboration other staff members.

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

### Essential Duties

- Coordinate the design, content, and production of newsletters, annual retreat schedules, etc.
- Serve as liaison with printer, ad hosts, ad designers
- Create print and video content for newsletters, e-blasts, social media, and website
- Produce marketing materials and strategies for weekend retreat coordinators
- Manage social media accounts: provide voice and content for JRH across social media channels; respond to comments; 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
- Represent JRH at promotional events and/or 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
- Provide phone coverage for registrar as needed
- Handle inquiries for hosted events and Campion farmhouse, including scheduling, and coordinating across JRH departments; share in hosting responsibilities
- Other duties as assigned

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

## **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
- Design/format communications and marketing materials
- Demonstrated ability to pay close attention to detail, to efficiently manage several work assignments and tasks simultaneously, prioritize work, and meet deadlines
- Organized with respect to paper and digital files, calendaring and scheduling, and planning
- Proficiency with Microsoft applications, including Excel and merge applications, as well as experience working with a database system
- Positive attitude, relationship-building skills, a high-level of self-motivation, and a strong, responsible work ethic
- Creative, can form a vision, brainstorm with others
- Demonstrated ability to work independently and as part of a team, to think ahead and be a problem-solver
- Proficient in Social Media
- Proficient in photography and videography/video-editing skills
- Speaks Spanish at an intermediate or higher level
- Associate's degree or higher required
- Complete the Diocese of Green Bay VIRTUS Safe Environment Training and pass a background check

## **Work Schedule**

This position is primarily oriented toward the normal workweek and workday, while requiring occasional evening and weekend obligations. Flexible work hours possible. Negotiable full or part-time position.

## **Physical requirements**

While performing the duties of this job, the employee is: frequently required to stand, walk, use hands to manipulate, handle, grip and feel objects, tools or controls; engage in repeated movements of fingers, hands, and wrists; frequently required to reach with hands and arms; occasionally required to lift, push, pull and/or carry items and objects up to 50 pounds, with a minimum of 25 pounds lifted and carried; specific vision ability required by this job is 20/20 vision (corrected or uncorrected); specific hearing ability required by this job is the ability to pass a hearing test (corrected or uncorrected).

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.