



ST. MARY'S ACADEMY

550 Wellington Crescent, Winnipeg, MB R3M 0C1
204-477-0244
www.smamb.ca

ST. MARY'S ACADEMY IS A GRADES 7-12 CATHOLIC GIRLS' SCHOOL IN THE TRADITION OF THE SISTERS OF THE HOLY NAMES OF JESUS AND MARY.

Employment Opportunity

Alumnae Relations and Special Events Coordinator

Start date: May 8, 2019

Full Time, term position until June 30, 2020

At St. Mary's Academy, our mission is to nurture young women in spirit, mind and body, so that each student reaches her full potential as an individual created in God's image. Our teachers are part of a consultative, collaborative community of professionals who strive to meet the needs of current learners in an ever-changing world. SMA believes in teaching and learning to increase student engagement; enhance student skills in critical thinking, communication, creativity and collaboration; and we support continuous learning and development of our faculty.

Professional Expectations

Work in collaboration with the Advancement and Admissions office to execute organizational priorities.

Support all 150th events through volunteer management of community members both within the school and externally.

Alumnae outreach, initiating and cultivating relationships with our community members.

Build and maintain alumnae database profile information.

Partner with the Academic Advisor to coordinate Mentorship partnerships and career speakers.

Work in partnership with Marketing and Communications on school and alumnae publications.

Deliver on commitments as decided by the Alumnae Board of Directors.

Position Overview

The Alumnae Relations and Special Events Coordinator will partner with the Advancement and Admissions office in executing alumnae and St. Mary's Academy 150th anniversary events. This position is integral to the continued relationship and communication with all alumnae as well as maintaining and enhancing community relations and promoting a positive image of the Academy both internally and externally. This is a full time position, 37.5 hours per week, requiring flexibility to attend events and activities.

Core Competencies

- Faith foundation
- Building rapport
- Student awareness
- Interpersonal relations
- Listening skills
- Integrity
- Organizing/planning ability
- Personal work ethic

Position Competencies

- Strong written communication skills
- Very strong interpersonal skills
- Flexibility/adaptability
- Attention to detail
- Event planning experience
- Savvy with social media platforms
- Strong organizational skills
- Raisers Edge knowledge an asset
- SMA alumna an asset

How to Apply

Interested candidates are asked to email cover letter and résumé with the title of the position in the subject line to smaadmin@smamb.ca

Application Deadline

Friday, April 5, 2019

All applicants are thanked for their interest however only those being considered will be contacted. All applications will be held in confidence.

Educating young women spirit, mind and body