



Contract Title: Sacred Heart Education Endowment Fund Support Person

This person would be contracted for the Sacred Heart Education Endowment Fund. This person would not be an employee of Sacred Heart Church; and therefore not entitled to benefits afforded to Sacred Heart Church Employees.

Job Description

Research current addresses of Sacred Heart High School Alumni and those who attended Sacred Heart Elementary School.

Compile current addresses & pertinent information of Sacred Heart High School Alumni and those who attended Sacred Heart Elementary School into a current database.

Prepare an annual mailing in November to all in database to promote awareness and gifting to the fund.

Prepare endowment fund updates monthly in Sacred Heart Church Bulletin.

Work with the Sacred Heart Education Endowment Fund Board to explore additional ideas for communication.

Help organize a Sacred Heart Education Endowment Fund Gifting Seminar.

Attend Endowment Meetings: 2nd Wednesday of February, April, May, August, October & November at 5:30 pm in the rectory meeting room.

Coordinate volunteers to assist with database research, if necessary.

Skills Needed

General computer skills with a proficiency in Microsoft Office, Publisher, Excel and knowledge of e-mail and internet research.

Contract Pay: \$10.00 an hour

Hours

10 hours a week. Work from home. Laptop and software provided. Set up has been completed. Maximum total hours; 500 hours a year.

Questions: contact Mary Williams

Email: wil904@hickorytech.net

Phone: 507-835-2429

Application Deadline: September 30, 2017

Complete Application on reverse side.