

Saint Ignatius College Prep  
Development Department Administrative Assistant  
Part-Time (15-20 hours per week).

The Development Department at Saint Ignatius seeks a part-time administrative assistance to provide administrative support to ensure efficient operation of office tasks.

**Job Responsibilities Include:**

- Support managers and employees through a variety of tasks related to organization and communication.
- Ensure all administrative duties are completed accurately and delivered with high quality and in a timely manner.
- Calling school constituents to confirm their mailing address after the school receives returned mail.
- Calling donors to thank them for their gifts to the school.
- Giving tours of the school's alumni lounge to prospective users/renters
- Help manage projects and events for the school's Business Society.

**Desired Skills:**

- Great interpersonal skills: includes communicating via phone, email, and face-to-face.
- Experience working with Raisers' Edge database and general computer skills.
- Bachelor's Degree required.
- Understanding of Catholic Jesuit traditions.