



Job Description

Position Title: Advancement Intern

Purpose of Position

The Advancement Intern will assist with various projects and events which are designed to position the Advancement Office to successfully on-board new students and their parents for the 24-25 school year.

Position Status:

- Seasonal for Summer 2024, 35-40 hours per week
- Non-exempt

Reports To: Head of Advancement

Direct Reports: None

Qualifications:

- Professing believer in Jesus Christ as Lord and Savior and committed to growing in relationship with Him.
- In agreement with the Des Moines Christian School Statement of Faith.
- In agreement with the Des Moines Christian School Biblical Convictions for Christian Education.
- Regularly attends and is actively involved in a church that affirms historic Christian orthodoxy (doctrine, faith, teaching, practice), consistent with the DMC Statement of Faith, through that church's public creed, confession, core beliefs, or statement of faith.
- Working knowledge of Google Suite and social media.

Professional Profile:

- Demonstrates commitment to the mission of DMC: *"Equipping minds, and nurturing hearts, to impact the world for Christ."*
- Characterized by integrity and maintains confidentiality.
- High attention to detail and accuracy.
- Utilizes critical thinking and strategic problem-solving skills.
- Demonstrated ability to work collaboratively with other departments and volunteers.
- Manifests effective verbal and written communication skills.
- Demonstrated ability to manage multiple projects and/or priorities.
- Willing to work a flexible schedule as needed to assist with events.
- Committed to excellent customer service.

Responsibilities:

- Digitizes student information for the 23-24 school year and updates our alumni software, Touchpros.
- Updates the demographic information for the class of 2024 in our donor database.
- Creates content for social media posts.
- Connects with DMC alumni to gather testimonials and current demographic information.
- Supports Admissions and Development events, including the 2024 DMC Golf Classic.
- All other duties as assigned.