

**Mount Notre Dame
Reading, OH**



Position Available: Advancement Administrative Assistant

Job Description:

Mount Notre Dame, a Catholic all-girls high school located in Reading, Ohio, is seeking a **full time Advancement Administrative Assistant** to begin as soon as possible.

The selected candidate will report to the Director of Advancement and will be responsible for the administrative support of the Annual Fund, scholarships, campaigns and other Advancement programs. Proficiency with Microsoft Office applications and a minimum of 4 years office support experience, with working knowledge of development data base software, is required. Experience with Blackbaud's Raisers' Edge is a plus.

Salary commensurate with experience. Interested candidates should submit a cover letter and resume c/o Rose A. Eckhoff, Director of Advancement, Mount Notre Dame, reckhoff@mndhs.org, by **January 26, 2018**.