



We would like to inform you of some upcoming changes to our Mission Advancement department and the factors that influenced this restructuring. Currently, our Mission Advancement team consists of the following positions and staff members:

<b>CURRENT MISSION ADVANCEMENT TEAM FORMAT &amp; MEMBERS</b>	
<b>POSITION</b>	<b>STAFF MEMBER</b>
Mission Advancement Director	Cami Carlson
Marketing Director & Fund Run Coordinator	Brianna Barbieri
Parent Volunteer Coordinator & Auction Director	Aleisha Webb
Ambassador of Mission	Pete Hanson

First, as part of our accreditation process, we are examining all facets of our school. Upon reflection, it was determined that a restructuring of our Mission Advancement department would strengthen our efficiency, effectiveness, productivity, community relationships, and overall mission support.

Second, after years of incredible work as our Auction Director, Aleisha Webb has decided that this year's event will be her last as the Director. We are beyond grateful for her years of dedication, service and love for St. Al's! In addition, Brianna Barbieri announced last fall that she was "retiring" as Fund Run Coordinator.

In light of these factors, our new Mission Advancement Team format will include two new positions: an Event Coordinator and a Mission Advancement Assistant.

<b>NEW MISSION ADVANCEMENT TEAM FORMAT &amp; MEMBERS</b>	
<b>POSITION</b>	<b>STAFF MEMBER</b>
Mission Advancement Director	Cami Carlson
Marketing Director	Brianna Barbieri
Parent Volunteer Coordinator	Aleisha Webb
Ambassador of Mission	Pete Hanson
Event Coordinator (new position)	
Mission Advancement Assistant (new position)	

Please see the details below for both of these opportunities. These positions will be posted on our school website. We will be conducting interviews in the upcoming weeks. If you are

interested in being a part of our awesome Mission Advancement Team, please contact Cami Carlson for more information. [ccarlson@stalsschool.org](mailto:ccarlson@stalsschool.org).

**Mission Advancement Event Coordinator:**

This position includes 20-30 hours/week during the school year and 1-5 hours/week during the summer. Compensation will be at least \$17/hour and will be finalized based on experience. This position includes benefits and a staff tuition discount.

The Mission Advancement Event Coordinator will plan, execute and oversee all major school events including:

- Welcome Back Picnic
- Fund Run
- Halloweenfest
- Auction
- 8th Grade Graduation Dinner

The Mission Advancement Event Coordinator will also assist with other smaller-scale events throughout the year when needed (ie: aspects of Christmas Programs, Catholic Schools Week, etc.).

**Mission Advancement Assistant:**

This is a part-time position including 5-15 hours/week during the school year. Compensation will range from \$16.50-\$18/hour and will be determined based on experience. This position includes a staff tuition discount.

The Mission Advancement Assistant will have data entry responsibilities including:

- Fund Run
- #GivingTuesday
- Annual Fund
- Auction procurement
- Volunteer hours
- General

The Mission Advancement Assistant will have additional clerical responsibilities including:

- Tax letters
- Contribution statements
- Data calculations
- Organization of team spaces
- Team meeting minutes

For more information, please contact Cami Carlson, Mission Advancement Director, at [ccarlson@stalsschool.org](mailto:ccarlson@stalsschool.org). To apply, please submit a cover letter and resume to Cami's email mentioned above. Thank you!