

Alumni Coordinator Position Description

Work Schedule: Weekdays, 10 - 20 hours per week, occasional weekend or evening activities. Option to work remotely intermittently

Qualifications: Excellent verbal and written communication skills required. Proficient in

Microsoft Office applications: (Word, Excel, Outlook and Publisher or similar desktop publishing software). Proficient in use of social media including Twitter, Facebook, Instagram and LinkedIn. This includes content creation and content management.

General Job Description:

The Alumni Coordinator engages LWS alumni through implementation, marketing and attendance at education, social and service opportunities. The Alumni Coordinator works under the supervision of the Executive Director and closely with the Alumni Council including the Class Connectors to stimulate interest in and promote the development of alumni engagement events.

Responsibilities:

- Lead the promotion of events created in collaboration with the Alumni Council with the goal of increasing alumni engagement (Le. Community Conversations, social and educational class reconnection events and service opportunities).
- Implement events in collaboration with the Executive Director and Alumni Council.
- Attend Alumni Council meetings
- Assist Alumni Council with event logistics (e.g. secure venue, gather catering information, arrange parking, invitations, etc.).
- Recruit/ communicate/coordinate with event volunteers.
- Communicate event information in collaboration with:
 - Program Director (website, online calendar and via social media)
 - Director of Philanthropy (email newsletter and announcements)
- Facilitate ongoing outreach, networking and engagement activities via communications with Class Connectors through calls and emails.
- Research alumni contact information to update alumni database.
- Engage alumni through Alumni Action learning Projects
- Develop and execute an annual “Volunteer Appreciation” event or initiative.

Additional Requirement:

- Some local travel with mileage reimbursement
- Ability to lift 20-30 pounds.

Please send resume to kp@leadershipws.org