



ALUMNI RELATIONS COORDINATOR

Department: Office of Advancement

Reports To: Director of Alumni Relations

Position Summary: Support the Office of Advancement through communications, events, strategy, and administrative work with an emphasis on young alumni (“GOLD”) programming and initiatives.

Essential Responsibilities:

- Assist with social media communications (Facebook, Twitter, Instagram, and LinkedIn) for the Office of Advancement with the leadership and guidance of the Director of Alumni Relations and in coordination with University and Marketing Communications.
- Work with Director of Alumni Relations on event marketing and promotion; ability to write copy (website description, invitation and registration materials, and event summaries); maintain web pages, database, and assist with post-event surveys.
- Provide administrative support for the Office of Alumni Relations including communications (direct mail, email blasts, etc.).
- Serve as a resource for alumni inquiries and communications by phone and email.
- Partner with the Director to cultivate and grow alumni engagement for GOLD (Graduates of the Last Decade) alumni.
- Revitalize and assist with the GOLD Committee and GOLD events.
- Assist with planning and executing alumni gatherings including social, networking, reunion, and Homecoming events.
- Assist in overseeing the inventory of Alumni Relations supplies, such as archival materials and promotional items.
- Assist with any Office of Advancement events.
- Other tasks assigned as given by supervisor.

Essential Qualifications:

- Personal commitment to and ability to effectively articulate North Park's mission and philosophy of Christian higher education.
- Bachelor's degree required.
- Event management, marketing and/or communication experience preferred.
- Excellent interpersonal, oral and written skills.
- Flexibility to work outside of normal business hours. Peak event periods require additional hours including evenings and weekends.
- Demonstrated proficiency with managing social media content on Facebook, Instagram, Twitter, etc.
- Strong interest in content creation, creative writing, and marketing
- Exemplary customer service skills.
- Able to work independently and as part of a team.
- Ability to maintain confidentiality.
- Adaptable and flexible, able to prioritize and respond effectively to multiple demands.
- Computer literacy in Microsoft Office, Outlook, Raiser's Edge and RE NXT and Canva.

Effective Date: September 2022

NOTE: Nothing in this job description restricts the supervisor's right to assign or reassign duties and responsibilities to this job at any time.