

**Position Title**

Alumni Coordinator

Position Location

San Diego, CA

Position Overview

The Alumni Network partners with the community and institutions to provide academic support, personal and professional development, and career guidance to program graduates on their journey to become first-generation college graduates and agents of change in their communities.

The Alumni Coordinator is responsible for alumni engagement and program coordination to increase student retention, success, and completion of college. This person will coordinate Alumni Network events with the Alumni Network Director and adapt or lead new initiatives based on alumni feedback and/or needs. The Alumni Coordinator plays a major role in 1 on 1 student support services related to the following: transition-to-college support, persistence, goal setting and achievement. Additionally, the Coordinator maintains continuous communication with alumni and provides follow-up/resources to holistically support the academic, personal, and professional needs of Reality Changers' alumni.

The Alumni Coordinator must be a leader who is able to meet with students 1 on 1 and in group settings. This position will also play an important role in planning events for students (e.g. Alumni Reunion, Networking Events, Leadership Programs, etc.) and supporting initiatives that increase the visibility of the Alumni Network and alumni opportunities.

The Alumni Coordinator will deliver support to program graduates in their academic and professional pursuits, evidenced by the following outcomes:

Goals/KPIs:

- Enhance the quality and consistency of advising services to develop the academic, personal, and professional skills of alumni and contribute to their success.
- Increase alumni engagement by developing and implementing engaging programs, events, and communication channels that meet the diverse and growing needs of the alumni population.
- Build a community of alumni that want to be active participants in all Reality Changers programs and services and motivate alumni to give back their time, talent and treasure.

The Alumni Coordinator will report to the Director of the Alumni Network.

Responsibilities include, but are not limited to:**1. Direct advising, student engagement, and retention (40%):**

- Provide personal, academic, and professional 1 on 1 support to high school graduates/college students.
- Assist students with setting goals and identifying, planning for, and overcoming potential obstacles to college completion.
- Help students identify and utilize academic support services available through campus or local resources; coordinate student referrals to services to help overcome academic, social and economic barriers.
- Conduct regular advising sessions both in-person and online to meet alumni needs; work with alumni to define steps in education and career planning.
- Coordinate workshops series for community college-bound and transfer students.
- Develop relationships with college and other training providers to stay abreast of community needs and college programs in order to provide students with up-to-date and accurate information.
- Monitor students' progress and college attendance; track contact hours, issues, and outcomes of advising sessions.

2. Program coordination and event planning (30%):
 - Coordinate alumni networking events with the Alumni Team (e.g. quarterly reunions, workshops, webinars, networking, and career development opportunities).
 - Coordinate program offerings and initiatives, including: Alumni Big/Lil Mentorship Program and RC Real Talk Workshop Series.
 - Support day-of and post events logistics (in-person or virtual) and monitor event budget with Alumni Team.
 - Collaborate with 8-12th grade program staff to foster awareness about the Alumni Network among current participants and promote opportunities ahead of their college start.
 - Help Alumni Team to recruit, onboard, train, and supervise a minimum of three college ambassadors per academic year.
 - Assist Alumni Network Director with coordinating college outreach activities (e.g. tours, speaker engagements, etc.).
 - Adapt or lead new initiatives based on alumni feedback and/or needs.

3. Alumni outreach and communications (20%):
 - Conduct regular communications (phone, mail merge, social media, other tools etc.) with alumni to inform them of upcoming events, volunteer opportunities, and other ways to stay connected to Reality Changers.
 - Develop and organize content for various campaigns related to Alumni Network programs, opportunities, and Reality Changers programs.
 - Assist the Director with continued development of the Alumni Network website, newsletter, and outreach calendar.

4. General administration and team responsibilities (10%):
 - Input and organize alumni information in database systems (i.e. Salesforce, Google) and assist the team with data collection for all graduates of Reality Changers' programs.
 - Ensure accurate and complete alumni database records; create reports and analysis tools to help ensure the program is responsive to the needs of the alumni.
 - Support, attend, and/or participate in all relevant team activities, including board and staff meetings, functional team meetings, annual organization events, etc.
 - Assist the Alumni Network in the operationalization of the 5-year strategic plan.
 - Perform other duties as needed.

Education and Experience

- Bachelor's Degree from an accredited four-year college or university is required.
- Prior experience working with youth, college students, and/or alumni is required. Experience with Reality Changers' programs, or similar youth programs, is a plus.
- Demonstrated experience in advising and/or counseling students who are first-generation, transfer students, low-income, underrepresented, non-traditional and/or immigrant backgrounds is required.
- Experience in event management, project management, and/or marketing is preferred.
- A valid driver's license or reliable transportation to and from Reality Changers' locations and related events is required.

Knowledge, Skills and Abilities

- Excellent written communication and public speaking skills; ability to develop content and effectively present information in an engaging and highly informative manner.
- Ability to work independently and as a member of a collaborative team.

- Ability to relate well, engage, and support various types of people, including: university staff, donors, community partners, and students of different backgrounds and cultures.
- Ability to manage confidential information and the ability to exercise discretion.
- Knowledge and proficiency in Microsoft Office, G Suite, email systems, and social media platforms (Facebook, Twitter, Instagram, LinkedIn). Experience with Salesforce is a plus.
- Proficient in engaging with students on virtual platforms (i.e. Zoom)
- Excellent follow-through on tasks and projects; the ability to effectively “manage up” to multiple team members.
- Must exemplify commitment to Reality Changers’ mission and values.

Travel and Hours

- Occasional travel in San Diego will be expected.
- Occasional evening work and weekends will be expected.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets. Due to COVID-19, Reality Changers employees are currently operating in a hybrid model---working in-person from the office and/or remotely from home. Office and meeting space is available on a limited basis in accordance with public health recommendations.

Physical Requirements

This job requires the ability to sit, use hands and arms to perform repetitive motions. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus. It requires moderate dexterity, application of basic skills (calculator, keyboard, hand-eye coordination, etc.) and the ability to bend or stand as necessary.

Position range: This position is full-time, non-exempt, with a range of \$23-\$25 per hour. Benefits for this position include a 403(b) plan, medical, dental and vision coverage, flexible spending accounts, life insurance, paid holidays and vacation.

To Apply

To apply, please submit the following to jobs@realitychangers.org by September 30, 2021:

- A thoughtful cover letter outlining your interest in the position and how your qualifications align with the above requirements and Reality Changers’ focus and mission
- Current resume

Interested candidates are encouraged to submit an application as early as possible as interviews will be scheduled on a rolling basis. Anticipated start date is October 15, 2021.

Reality Changers serves first generation youth from low-income backgrounds and from groups who are traditionally under-represented on college campuses---such as Black, Latinx, Indigenous, LGBT+, Immigrant and/or Undocumented communities. Because we believe that these communities must be centered in the work we do, we strongly encourage applications from people with these identities and/or backgrounds.