

Position Description

Alumni Engagement Coordinator

OVERALL PURPOSE OF THE POSITION

- To provide efficient and effective administrative support to the Alumni & Community Relations office.
 - To demonstrate a mature judgement and use of initiative in a range of office administration and public relations situations.
 - To be a part of a professional, dynamic and focused team in a fast-paced environment.
 - The Alumni Engagement Administrator will be proactive in building and strengthening the relationships within the alumni community and supporting the volunteers on the OBA Committee.
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PRIMARY DUTIES & RESPONSIBILITIES

- Working with the Director of Alumni and Community Relations and on behalf of the OBA to support the coordination of range of Alumni Events such as Alumni Parent Breakfasts, OBA Networking Events, OBA Seniors Events, OBA Golf Days, and Class Reunions. Tasks include liaising with stakeholders, guest lists, invitations, name tags, approvals, run sheets, database updates and evaluation reports
 - Maintain and update communications channels to alumni including traditional, digital and social
 - Maintain the Alumni portal and database
 - Assist in the promotion of the OBA Support for Life and Barker Alumni Mentoring Programs including creating content and working with the Social Media & Digital Coordinator
 - Grow and develop the Alumni LinkedIn membership
 - Support for content for The Old Barker section of the quarterly magazine including alumni notes, obituaries, alumni profiles and OBA affiliates articles
 - Oversight and management of OBA Merchandise to include regular stocktakes and ordering items approved by the OBA Committee
 - In conjunction with the Director of Alumni & Community Relations, assist with the development and preparation of OBA Welcome Packs for Year 12 students
 - The Community Engagement Coordinator will be proactive in building and strengthening the relationships within the alumni community and supporting volunteers on the OBA Committee
 - To provide efficient and effective support to the Alumni & Community Relations office
 - Any other duties as required by the Director of Alumni and Community Relations
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SKILLS ESSENTIAL TO THE JOB

- Demonstrated experience in a similar role
- Highly developed communication and organisational skills
- Accuracy and initiative
- Must be highly organised with the ability to work to deadlines, prioritise and problem solve
- A genuine interest in people and passion for community engagement
- Expertise in the use of a variety of software packages including the Microsoft Suite and willingness to learn organisation specific programs and processes

ESSENTIAL PERSONAL ATTRIBUTES

- Enthusiasm and energy
- Excellent people skills
- Ability to work independently and as part of a small team
- Exceptional personal standards of honesty, integrity and professionalism
- Strong service orientation with the ability to foster a strong service culture
- Ability to support the School's Mission, Vision and Values

ACCOUNTABILITY**Child Safety**

Barker College has an abiding commitment to the safety, protection and well-being of all children and young people in our care. All staff members will be held accountable for ensuring adherence to the policies of the School, in particular those relating to the safeguarding of children.

General

Breaches to a staff member's responsibilities and/or authority will be managed through the School's Disciplinary Management Procedures. This defined accountability is underpinned by the Barker College Staff Code of Professional Practice, Complaints and Performance Management procedures.

Work Health and Safety

All staff members will be held accountable for their actions and omissions where it affects their own or another person's workplace safety.

SPECIAL CONDITIONS

- Some out of hours work required for events. Advance Notice will be given and time in lieu is taken.

ORGANISATION CHART RELATIVE TO POSITION

The Manager's Manager:	Head of Advancement & Communications
The Immediate Manager:	Director of Alumni and Community Relations
This position:	Alumni Engagement Coordinator

APPROVAL

This position description accurately details the primary duties and responsibilities of the **Alumni Engagement Administrator**

Approved by the Head of Advancement & Communication February 2024

ACCEPTANCE OF POSITION DESCRIPTION

Position description accepted by:

Name of Staff Member: _____

Signature of Staff Member: _____

Date: _____