



Full-Time, Alumni Relations & Event Coordinator

Jesuit High School, Sacramento is currently accepting applications for a full-time Alumni Relations & Event Coordinator.

Position Summary

The Alumni Relations & Events Coordinator is responsible for the execution of the comprehensive alumni relations program. This program will develop and grow relationships with alumni to encourage their active and sustained participation in alumni events and financial support for the school.

Duties & Responsibilities

- Serves as ambassador to JHS alumni and the community, while promoting the mission of Jesuit High School
- Create opportunities for alumni to have increased interaction within the school through events and partnerships with various departments on campus
- Conduct weekly communication with Alumni through regular emails, individual appointments and phone calls
- In partnership with Marketing & Communications, provide content to share via monthly newsletters, regular social media posts (Facebook, Twitter, Instagram, LinkedIn, etc.), and create and update alumni website
- Implement and maintain an outreach program for students throughout their four years at Jesuit to introduce them to alumni activities and giving
- Seek ways to engage and motivate the alumni student body to stay connected to Jesuit High School, and support their needs
- Facilitate the school's alumni cultivation events for maximum participation
- Act as project lead for all alumni events, including, but not limited to, Big Bash, Scholarship Event, Alumni Sports Day, Alumni Mentorship Day, etc.
- Plan, implement and travel to all regional alumni gatherings
- Attend community events hosted by alumni

Minimum Qualifications

- College degree and/or two years related experience
- Strong organizational skills with ability to anticipate and prioritize workload
- Flexibility with work schedule; available evenings/weekends for predetermined events
- Excellent interpersonal, writing and presentation skills

Position Details

- Compensation Range is \$23.00 - \$27.00 based on education and experience
- This position is classified at a full-time, non-exempt (hourly) position
- Benefits package includes medical, dental, vision, retirement matching and more
- Flexibility with work schedule; available evenings/weekends for predetermined events

Next Steps

If this seems like a good fit with your background and interest, we'd love to hear from you. Please complete the staff position application along with any additional requirements listed within the application.

Jesuit High School is an Equal Opportunity Employer.

Pre-employment background screening, drug screen, TB and DMV required