



Coordinator of Alumni Clubs

Carolina Alumni, formerly the UNC General Alumni Association, serves Carolina and our students – past, present and future.

At the center of our success are our amazingly creative and talented staff. Our engagement initiatives are developed to facilitate meaningful, magical moments that are unique experiences our alumni will remember for a lifetime.

We're currently looking for an enthusiastic Tar Heel to join our team as a coordinator of alumni clubs. Reporting to the director of alumni programs, this individual will be a vital member of the alumni programs team and will be responsible for managing, training and building strong relationships with regional volunteers and facilitating additional outreach events that support the initiatives of our new strategic plan.

Responsibilities

- Serve as a primary point of contact for regional volunteers
- Recruit and train regional volunteers leaders in the creation and implementation of regional programming
- Revitalize recognition system for regional programming
- Create outreach opportunities in areas that are sparsely populated but have highly engaged alumni.
- Recruit and train student administrative support interns
- Enhance administrative systems to support regional programming (e.g. volunteer communications, volunteer database, etc.)
- Assist regional volunteers with enhancing and or continuing programs that increase alumni participation, identify local alumni for leadership positions and provide engagement opportunities that embrace all alumni.
- Assist volunteers with event marketing efforts to promote regional programming
- Budget management/oversight for regional volunteer activities
- Support lifelong learning/alumni education and other outreach activities.
- Position will require some evening and weekend work

Competitive Candidates

- At minimum, will have a bachelor's degree with demonstrated familiarity with Carolina traditions. A degree from Carolina is desired, but not required.
- Will have some volunteer and project management experience, preferably in a university setting or other fast paced complex setting; event planning experience will be a plus.
- Will be an exceptional writer with impeccable organizational skills, a keen eye for details, the ability to prioritize and pivot priorities if needed and be comfortable speaking in public.
- Will have excellent interpersonal and communication skills with the ability to manage multiple projects simultaneously, with a proficiency to meet deadlines.
- Will have strong computer skills with the ability to use technology to enhance efficiency and engagement.
- Will have the ability to successfully work independently but also as a member of a team.
- Will have the ability to work effectively with individuals from diverse backgrounds, identities, abilities and experiences.

- Will be professional, patient, trustworthy, highly motivated and friendly with an engaging personality (a great sense of humor is helpful!).

A review of applications will begin immediately and will continue until the position is filled. If you are interested in this position, please email activities@gaa.unc.edu **one PDF file** that includes your cover letter, resume and references. Be sure to include **coordinator of alumni clubs** in the subject line.

To preserve the fairness of our selection process, please no calls, emails or visits. Applicants advancing in the interview process will be contacted with additional information.

The Carolina Alumni office is an equal-opportunity employer and complies with all federal, state and local hiring policies.