



## **Coordinator of Reunions**

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 reunions. 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, facilitating and budgeting for affinity and class reunions as well as additional outreach and lifelong learning programs that support the initiatives of our new strategic plan.

## **Responsibilities**

- To serve as the main liaison for multiple vendors, prioritizing efficient communication and cultivating strong relationships.
- To oversee and coordinate all logistical aspects of vendor services, prioritizing punctual delivery and promptly resolving any emerging issues
- To develop and initiate a multi-prong marketing plan for the promotion of reunion events
- To manage the reunion online registration process
- To respond to inquiries and requests from reunion participants with event, registration and payment questions.
- To actively participate in reunion planning committee meetings to keep volunteers informed on registration trends.
- To assign tasks and provide clear and concise communication of all necessary details to Carolina Alumni staff assisting with reunion events.
- Provide staffing and assistance for Carolina Alumni signature events and special projects.
- Will serve as the staff liaison for the Carolina's largest and oldest affinity reunion, UNC Black Alumni Reunion (BAR)
- 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 event planning and or project management experience, preferably in a university setting or other fast paced complex setting.
- Will be an exceptional writer with impeccable organizational skills, a keen eye for details, the ability to prioritize and pivot priorities if needed.
- 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](mailto:activities@gaa.unc.edu) **one PDF file** that includes your cover letter, resume and references. Be sure to include **coordinator of reunions** 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.**