

**POSITION DESCRIPTION**

**POSITION:** Alumni Network Coordinator

**REPORTS TO:** Community Engagement Manager

**POSITIONS SUPERVISED:** None

**FLSA STATUS:** Exempt

**OVERVIEW:** Founded in 1976, Towards Employment is a non-profit leader in providing innovative solutions to move people out of poverty and into quality jobs. Towards Employment has gained local and national recognition for achieving excellent outcomes through the hard work of its dedicated staff of 63 and a $5.5 million annual budget. Towards Employment offers a continuum of support to low-income individuals preparing to enter the workforce or looking to advance from low-wage employment while also fulfilling the staffing needs of local employers.

**POSITION OVERVIEW**: Alumni Network Coordinator organizes and coordinates Towards Employment alumni programs and services designed to foster and strengthen the relationship between TE and its alumni. Position is part of the development, marketing and outreach team and reports to the Community Engagement Manager.

Alumni Network Coordinator, supported by her/his supervisor and Director of Policy and Advocacy, will focus on projects and processes that aid the collecting of marginalized, underrepresented, and absented community narratives, and help to translate them into creative work and programs that change systemic practices and policies that lead to racial systemic inequities in workforce development. This person is ideally already deeply connected to the communities we serve, whose narratives we seek to center.

**PRIMARY RESPONSIBILITIES**

* Building relationships with alumni and a broad array of nonprofit, local government, businesses, and neighborhood organization stakeholders
* Being on the ground listening and learning and championing the work of Towards Employment graduates
* Soliciting alumni ideas on leadership opportunities within community
* Work closely with TE digital media coordinator to promote alumni driven content and engagement opportunities
* Occasionally, directly responding to communities and stakeholders’ questions related to specific alumni initiatives

**Essential Functions**

Alumni Coordinator job functions will fall into four key areas of emphasis that are designed to keep alumni members feeling part of Towards Employment; local and national workforce efforts; and their own career advancement efforts.

1. **Engagement and relationship building**
2. Connect to alumni on a routine basis (emails, presentations within all workshops, text messages, phone calls etc...)
3. Present outreach opportunities and notification of community events of interest.
4. Maintain up-to-date data base of alumni.
5. Gain a comprehensive understanding of Towards Employment alumni needs and develop an action-oriented feedback loop.
6. **Advancement support**
7. Create and develop leadership training opportunities for alumni
8. Help to build alumni experience and references
9. Promote peer support using networks of fellow alumni members
10. **Leadership building**
11. Implement social impact storytelling training
12. Invite advocacy for greater economic mobility and more equitable workforce practices
13. Participate in driving action to create policy change
14. **Networking to develop social capital**
15. Develop community events to share resources and civic opportunities
16. Create opportunities to connect to civic, business and government leaders

**REQUIREMENTS FOR SUCCESS**

* 3-5 years of experience coordinating or executing community engagement and/or outreach programs
* Lived experience working in Black, Indigenous, and People of Color (BIPOC) communities; demonstrated cultural competency and a passion for engaging their voices authentically
* Experience in a small business environment and/or nonprofit community development environment
* Excellent presentation and communication skills
* Outstanding interpersonal relationship building, coaching and development skills
* Excellent analytical and problem-solving abilities
* Attention to details even under pressure
* Enthusiasm and interest in high-touch relationship management with new and existing partners through meetings, communications, and events.
* Exceptional on follow-through, a propensity for staying organized, and able to handle multiple projects simultaneously
* Impeccable track record by reputation, work products, and integrity
* Ability to travel throughout the city to achieve the objectives of this role
* Ability to frequently work on weekends and workday evenings in order to engage

**Competencies**

Success in this position also requires:

* ***Detail Orientation –*** Prioritizes the importance of accuracy in all matters; ability to review work and identify errors; values high quality work product and responsiveness.
* ***Relationship Building*** - Ability to work effectively and collegially with people with a diverse cultural, socioeconomic, racial and educational backgrounds; ability to understand and bridge relationships between constituents and stakeholders, internally and externally.
* ***Confidentiality and Discretion*** – Ensures a high level of discretion at all times, on all matters.
* ***Communications Champion -*** Outstanding ability to effectively communicate with others, internally and externally; seeks clarification as needed to ensure expectations are clear and work product is on point.
* ***Flexibility –***Able to be flexible in the face of changing circumstances or plans. Willingness to engage comfortably through change.
* ***Schedule Flexibility –*** Able work or attend events outside of traditional work hours or on weekends.
* ***Social Justice and Racial Equity Advocate*** – Passionate about promoting racial equity and inclusion at personal, organizational and systems levels; Understands the concepts of institutional and structural racism and bias and their impact on underserved and underrepresented communities.