

SHANGHAI AMERICAN SCHOOL

SHANGHAI AMERICAN SCHOOL - JOB DESCRIPTION

TITLE: ALUMNI RELATIONS COORDINATOR
SCALE: Support Staff Salary
CONTRACT DAYS: 210

POSITION SUMMARY

The Alumni Relations Coordinator is an integral part of the Development team. He/she supports the team's efforts by developing the alumni network, planning events and reunions, and coordinating regional alumni chapters to increase alumni engagement with the School. The Alumni Relations Coordinator also writes, edits, and produces content for social media and digital/print publications for Development as needed.

SUPERVISED, EVALUATED BY & REPORTS TO:

Director of Development

QUALIFICATIONS:

- University graduate with major in communications, journalism, public relations, or related field.
- Fluent in written and spoken English and Chinese.
- Demonstrated experience with event planning or volunteer management
- Strong attention to detail.
- Excellent interpersonal and organizational skills.
- Proficiency with Microsoft Office programs: Word, Excel, PowerPoint.
- Ability to handle numerous assignments simultaneously and bring to completion.

PERFORMANCE RESPONSIBILITIES:

- Build and support a network of regional and international SAS alumni.
- Coordinate and plan all alumni events and reunion celebrations.
- Contribute robust alumni content for social media, web, and magazines as needed.
- Coordinate regional events and chapters of the alumni association.
- Develop a working relationship with Shanghai American School Alumni (SASA).
- Oversee Alumni Parents group activities.
- Plan and coordinate senior day and alumni speaker series in coordination with administrators and faculty.
- Develop strong relationships and communication channels schoolwide to be up to date on activities and events on both campuses.
- Take photos of school/alumni events as needed.
- Other duties as assigned.

SAS BELIEVES:

- That each employee makes a significant contribution to our success.
- That contribution is not limited to the assigned responsibilities.

Therefore this position description is designed to outline primary duties, qualifications and job scope, but not limit the employee nor SAS to only the work identified. It is the expectation of the School that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organization.