



Courage to Lead Alumni Community Coordinator

(15-20 hours per month)

Job Description | 2020

Leading From Within (LFW) is looking to hire a part-time alumni Community Coordinator to support our Courage to Lead (CTL) Alumni Community. One of LFW's core operating strategies is to support ongoing alumni communities, cultivating continued opportunities for peer relationships, mutual support, learning, reflection and renewal.

The Role of the Community Coordinator is to:

- Serve as the main point of contact and liaison between Leading from Within and Courage to Lead Alumni Leadership Council (ALC).
- Recruit, cultivate and support Courage to Lead ALC to provide successful volunteer leadership.
- Work with ALC to create and host +/- events and offerings that cultivate a vibrant, engaging network that serves the needs of the CTL Alumni. (Please note all LFW events and offerings are developed and hosted to be virtual)
- Elevate the CTL Alumni network and programs, including quality of events, attendance and engagement, to assure a healthy and vibrant alumni community.
- Leverage collective intelligence, experience and resources in the alumni community by helping alumni know each other and the resources each of them brings to the community.

Qualifications:

This dynamic individual will have the following qualities:

- Outstanding organizational skills and attention to detail with managing multiple projects
- Ability to work with minimal supervision, excellent follow through as a reliable, flexible team player
- Proactive Abilities: taking initiative, adaptability, and creative problem-solving skills
- Value the mission of LFW and its commitment to diversity and inclusion
- Utilize customer service skills to provide clear and thoughtful communication with alumni network
- Strong computing skills including (at a minimum) fluency in Microsoft Works (i.e. Word, Excel, Powerpoint) and Google Suite (i.e. Docs, Drive, Sheets, Forms). Basic knowledge of CRM and project management platforms a plus
- Access to use of vehicle for errands and events (mileage is reimbursed)

Job Duties:

1. Manage alumni communications, including mailing, outreach, invitations, surveys and upcoming events, and assure the RSVP and attendance-taking process

2. Provide support to the ALC to achieve their goals, and take and catalogue meeting notes from ALC meetings
3. Work closely with ALC Chair and support ALC in achieving their goals and evaluating and learning from results, and assure the alumni network has the volunteer leadership necessary to support in presenting offerings, continuing education and events, providing logistical support where needed
4. Support alumni knowledge of and participation at broader community events that are opportunities for growth and networking
5. Cultivate Alumni network through alumni celebrating each other and knowing about alumni successes and transitions
6. Help bring these and other projects to fruition, if they become priorities for the ALC:
 - a. Relaunch *Seasons* e-newsletter, including Alumni Notes
 - b. Create and maintain alumni roster or directory
7. Support alumni social media efforts with LFW Social Media Coordinator
8. Manage ALC shared folder, including saving resources and documentation from events
9. Work with LFW staff to transition and welcome current program participants to alumni community
10. Attend LFW alumni Community Coordinator meetings

Note: Regarding the job description above, it is not expected that the Community Coordinator will do all these things themselves. There is much talent and energy in the network, and new energy will come aboard each year as classes graduate. If this system is working well, the talents and energy of many people will be leveraged to make a successful alumni network. The Community Coordinator does provide logistical and administrative support where it is needed and helpful, in addition to providing information and feedback as needed to the CTL Alumni Leadership Council so they can invite more leadership and engagement from the alumni. The desired outcome, which the Community Coordinator has shared responsibility and accountability for – is a highly-engaged, energized, connected and healthy community and network.

Job Status:

Contractual
Hourly | approximately 15-20 hours/month
Reports to Director of Operations

Compensation:

\$30/hour

Timeline:

Position starts ASAP

How to Apply: Please send cover letter and resume to Sarah Harris at sarah@leading-from-within.org

***Leading from Within is proud to be an equal opportunity employer.
We celebrate diversity and encourage it for our community and culture to thrive.
All employment decisions are based on merit, qualifications, and
the needs of our organization.***
