



LFW Alumni Collaborative Community Coordinator

Job Description | February 2020

Leading From Within (LFW) serving Santa Barbara County, is looking to hire an Alumni Community Coordinator to support our LFW Alumni Collaborative. The LFW Alumni Collaborative is an Alumni Leadership Network of all LFW program alumni living and working in northern Santa Barbara County. The Community Coordinator will work closely with the Director of Operations to provide administrative and logistical support in running educational, social and networking programming for the LFW Alumni Collaborative.

Leading From Within (LFW) invests in social sector leaders to make meaningful change on complex community challenges. We bring leaders together to grow as individuals, improve their effectiveness as leaders, sustain each other as peers to keep leading and learning, and increase their capacity to be collaborators for the common good.

The Role of the Community Coordinator is to:

- Serve as the main point of contact and liaison between Leading from Within and LFW Alumni Collaborative (LFW AC) Leadership Council.
- Recruit, cultivate and support LFW Alumni Collaborative Leadership Council to provide successful volunteer leadership.
- Work with LFW AC Leadership Council to create and host +/- quarterly events that cultivate a vibrant, engaging network that serves the needs of the ELP Alumni.
- Elevate the LFW AC 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:

- Value the mission of the organization and commitment to diversity and inclusion
- 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
- 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

Job Duties:

1. Work with Director of Operations to Recruit the LFW AC Leadership Council and work with the chair and LFW staff to ensure the council's success
2. Manage alumni communications, including mailing, outreach, invitations, surveys, follow up regarding alumni membership, upcoming events, and assure the RSVP and attendance-taking process
3. Provide support to the LFW AC Leadership Council to achieve their goals. Take and catalogue meeting notes from council meetings
4. Support alumni leadership in presenting continuing education and networking events, providing logistical support where needed
5. Support alumni knowledge of and participation at broader community events that are opportunities for growth and networking
6. Cultivate alumni network through alumni celebrating each other and knowing about alumni successes and transitions
7. Help bring these and other projects to fruition, if they become priorities for the ALC:
 - a. Develop a LFW ACi Leadership Network e-newsletter, including Alumni Notes
 - b. Administering the launch of alumni Peer Learning Circles (PLC's) to keep interested alumni to stay connected through this small group structure
 - c. Create and maintain alumni roster or directory
8. Support alumni social media efforts with LFW Social Media Coordinator
9. Manage LFW AC shared folder, including saving resources and documentation from events
10. Work with LFW staff to transition and welcome current program participants to alumni community
11. Attend quarterly LFW Alumni Community Coordinator meetings

Note: Regarding the job description above, it is not expected that the Community Catalyst 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 LFW AC Leadership Council so they can invite more leadership and engagement from the alumni. The desired outcome, which the Community Coordinator has shared responsibility 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

Location & Timeline:

Northern Santa Barbara County – Work remotely and travel to meetings and special events

Position starts ASAP

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

Leading From Within

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***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.***
