



into the wilderness  
*get outside*

## ITW Job Description

Alumni Relations Coordinator

### **Title**

Alumni Relations Coordinator

### **Status**

Part-time position, 5 -10 hours per week

### **Pay**

Volunteer position

### **Goal**

The Alumni Relations Coordinator will work to build, maintain, and integrate ITW alumni community.

### **Summary**





ITW alumni represent an often underutilized resource for the ministry. ITW alumni have experienced what we do and have gained experience that only they can convey to others. We also believe that the ITW family includes all alumni, and being family we are honored to steward an ongoing relationship. Therefore ITW's Alumni Relations Coordinator will strive to keep alumni informed and current on ITW marketing events and course offerings as well as serving as a primary contact to manage inquiries, provide support and information as requested by alumni.

### **Qualifications**

The applicant must be a committed Christian disciple. Faith and prayer must be an integral part of his or her life and this job. He or she is expected to grow in personal faith, virtue and spirituality. The applicant must read and agree with ITW's mission statement and articles of faith which can be found on the web site. Applicant must have a Bachelors Degree or better.

### **Experience and Skills Required**

#### **Skills required**

-  Good oral communication skills
-  Good written communication skills
-  Good organization
-  Works well independently and as a team

## ITW Job Description

Alumni Relations Coordinator

- Self-motivated
- Can complete tasks with minor supervision

### Resources required

- Facebook account
- Twitter account
- skype account
- Personal computer with internet access and capability to run Circui Tree software
- Phone

### Expectations

*Reports to: Marketing Manager*

- Maintain database information for Alumni
- Updates alumni contact information in CircuiTree
- Removes "bad" data from CircuiTree
- Send out quarterly email correspondence to Alumni
- Notify and coordinate alumni for upcoming marketing events
- Notify alumni of pertinent course offerings
- Collect testimonies from alumni
- Email testimonies
- Video testimonies
- Write occasional articles for ITW publications relating alumni
- Field and respond alumni inquiries
- Return emails
- Return phone calls
- Advocate for alumni interests
- Location
- Work remotely from home