

POSITION AVAILABLE

ALUMNI & COMMUNITY ENGAGEMENT OFFICER

In 1974, Pearson College UWC was founded as Lester B. Pearson United World College (UWC) of the Pacific. Pearson is a unique, highly selective, two-year pre-university school for up to 200 students from across Canada and around the world selected solely on their promise and potential and demonstrated commitment to actively engage in creating a better world. Students currently attend from nearly 160 countries. The College campus, located on the traditional territory of the Beecher Bay (Sciá'new) First Nation, is situated on the southernmost tip of Vancouver Island, British Columbia, along the shores of Pacific Ocean at Pedder Bay. The College is one of 18 UWC schools worldwide.

www.pearsoncollege.ca

Pearson College UWC is recruiting for an outstanding Alumni & Community Engagement Officer to join the Advancement and External Relations Team.

Reporting to: Director of Alumni & Community Engagement

Position Summary:

This position supports the work of Pearson College UWC's active engagement of its alumni and their families, as well as other UWC alumni, maintaining close relationships and providing relevant information and services. This position also collaborates on and helps support a variety of community and campus events. The position is suitable for a confident and personable customer service-oriented relationship-builder, collaborator and communicator, one who is a competent data administrator who enjoys and excels at interacting with people, communicating stories, supporting alumni and other events, executing programs, as well as establishing and perfecting organizational systems, processes and procedures.

Major Responsibilities:

- Interact positively with the whole campus community but, in particular, with alumni who are inquire about, visiting, volunteering or employment at Pearson College UWC, as well as current students (future alumni). A flexible schedule will be required to meet these needs.
- Play a key role in delivering a satisfying and positive alumni experience, as alumni enter and advance through Pearson UWC's engagement cycle.

- Develop, coordinate and assist in the recruitment for hospitality, execution and evaluation of campus-based alumni-centered projects and programs, including but not limited to campus tours, campus visits, Life after Pearson sessions, Alumni-in-Residence and Pearson Fellowships and Alumni & Community House sojourns;
- Coordinate, support and implement annual milestone summer reunions on campus, including rallying, organizing and supervising committee members and volunteers, and acting as liaison between participants and relevant employees, current and former.
- Support on and off-campus alumni gatherings including UWC Day celebrations and events, evening receptions, weekend events and/or travel, in a variety of locations on and off campus.
- Update alumni-specific biographical data, creating statistical reports based on various criteria, track outstanding alumni accomplishments and share their stories with the Communications team.
- Draft articles and coordinate publication of seasonal alumni-targeted newsletters and/or section of the Pearson's e-newsletter in collaboration with the Communications team.
- Develop and implement programmatic initiatives and platforms (networking, career services, mentoring, KIT, etc.) to enhance involvement opportunities across the alumni network.
- Promote volunteering, internships, and paid job opportunities among Pearson and UWC alumni.
- Respond, in a timely fashion, to alumni requests, questions and communications, serving as a liaison for alumni wishing to connect with current and former students, employees, residents, as well as classmates and other UWC alumni.
- Support Community Engagement events such as Service Club and other stakeholders, campus tours and coordinate speaking opportunities.
- As appropriate, proactively and systematically request, harvest, research, and analyze alumni's personal and professional information and share it with Advancement team to maintain an active and accurate database.
- Collaborate with the UWC International Office, Advancement, Engagement and Communications colleagues on UWC wide initiatives or events.
- Update the alumni and community engagement sections on the website as needed in collaborations with Communications.
- Support the Director of Alumni and Community Engagement for certain events, travel, communication and as required.

- Collaborate with colleagues including the Advancement Officers and the College's Privacy Officer to ensure the highest standards for data privacy and integrity.
- Other responsibilities as assigned by the Director.

Education, Skills & Experience:

- A university degree in a relevant discipline or equivalent training and experience.
- A minimum of 3 years of experience working in alumni or similar stakeholder-relations.
- Demonstrated event management and support skills.
- Experience in hosting and assisting guests in a group-living accommodation setting.
- An alum of Pearson College UWC, another United World College or other like-minded institutions is considered an asset.
- Ability to communicate fluently in English and French with fluency in other languages such as Spanish, Mandarin and Arabic considered an asset.
- Detailed oriented, with strong organizational and time management skills.
- Practiced relationship building and the ability to continually maintain relationships.
- Effective collaboration and teamwork skills.
- Knowledge of electronic content maintenance (experience on Raiser's Edge or similar fundraising/CRM software will be considered an asset).
- Solid knowledge of Microsoft Office programs.

Education & Experience

Compensation & Organization

This is a full-time position (35 hours) located at Pearson College UWC in Metchosin, approximately 40 minutes from downtown Victoria. Starting salary ranges from \$50,000 to 60,000 per annum, depending on experience. The College offers a full benefit package including dental, extended health, life insurance, long term disability, plus the opportunity to participate in the College's RRSP program after successful completion of probation.

Applications will be accepted until the position is filled. Only candidates selected for an interview will be contacted. Résumés and a cover letter can be emailed to hr@pearsoncollege.ca.

Pearson College UWC is committed to diversity and equity in employment. All qualified applicants are encouraged to apply; however, Canadians and permanent residents shall be given priority.