

POSITION AVAILABLE

ALUMNI & COMMUNITY ENGAGEMENT COORDINATOR PART-TIME

We are privileged to learn, work, and live on the traditional territory of the Sc'ianew (Beecher Bay) First Nation.

Pearson College UWC was founded as Lester B. Pearson College of the Pacific and United World College (Canada) Inc. in 1974. Pearson is a unique, highly selective, two-year pre-university IB World School for up to 200 students from across Canada and around the world chosen solely on their promise and potential and demonstrated commitment to actively engage in creating a better world. Students currently are selected from nearly 160 countries. Pearson is one of 18 UWC schools worldwide. (pearsoncollege.ca).

Pearson College UWC is recruiting for an outstanding Alumni & Community Engagement Coordinator

Reporting to: Alumni Engagement Manager

Position Summary:

Reporting to the Alumni Engagement Manager, the Alumni and Community Engagement Coordinator will support programs and projects that strategically engage Pearson alumni and the broader community to build relationships, resources, and community to enhance support for the College and to foster a lifelong connection through Pearson to the UWC movement. As part of the Advancement and External Relations team, this position plays a supporting role in the execution of alumni and other engagement initiatives during the College's 50th anniversary in the 2024-26 academic years.

Major Responsibilities:

- Provide administrative and event support for on-campus alumni reunions.
- Host alumni on campus for visits, tours, and as guest speakers.

LESTER B. PEARSON COLLEGE OF THE PACIFIC AND UNITED WORLD COLLEGES (CANADA) INC

650 Pearson College Drive, Victoria, BC, Canada, V9C 4H7

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Located on the unceded territory of the Scia'new (Beecher Bay) First Nation

- Support alumni volunteer program.
- Create alumni-specific messaging and collate alumni news and updates for broader dissemination with key audiences; help create multi-platform content focused on sharing alumni stories
- Prepare and send alumni messages through the College's email management software.
- Use College's relationship information management system (Raiser's Edge) to track relevant data.
- Assist with other community engagement initiatives as required.

Education, Skills & Experience

- Post-secondary degree in a relevant field (e.g., non-profit management, fundraising, communications, marketing) or equivalent combination of training, and experience.
- Event management experience preferred.
- Strong communication (written and verbal) and interpersonal skills.
- Ability to effectively create content and communications materials for specific audiences or alumni communities in particular
- Demonstrated experience in community development and organizing groups online, with a track record of bringing people together in diverse environments, creating trust and connection.
- Demonstrated organizational and time management skills, with the ability to manage multiple projects simultaneously.
- Recent experience recruiting and coordinating volunteers.
- A proactive approach with a "can-do", flexible attitude, with the ability to work independently and as part of a team.
- Computer software proficiency in the Microsoft Office suite of programs (Outlook, Word, Excel, Access, and PowerPoint) with a strong knowledge in Google applications, presentation software and content management systems.
- Working knowledge of Raiser's Edge is an asset.
- Valid driver's license and access to a vehicle is required.
- Must be based in the Greater Victoria or surrounding area.
- Completion of Criminal Record Check (CRC).
- Willingness to accept extended workdays and work on weekends.

Compensation & Organization

This is a fixed term, part-time position, located at Pearson College UWC in Metchosin, approximately 40 minutes from downtown Victoria. Starting as soon as possible and ending on December 31st, 2025, with the possibility of turning into a permanent position. 15-20 hours per week, with increased hours during peak times. Wage range is \$27.00-\$33.00 per hour, plus 6% vacation pay. Additional perks include paid time off between Christmas and New Year, flexible schedule with the opportunity to consider a hybrid work arrangement, and on-site meal program. Applications will be accepted until February 9, 2024. Résumés and a cover letter can be emailed to hr@pearsoncollege.ca. While we appreciate all our applicants taking the time to apply for this position, only those that are selected for an interview will be contacted.

As an inherent part of our United World College values, Pearson College UWC is actively committed to Anti-Racism, Diversity, Equity, and Inclusion in our living, learning and work environments. In pursuit of our values, we seek individuals who will work respectfully and constructively with differences and across levels of privilege and power. We actively encourage applications from members of groups experiencing barriers to equity.