



Position: Alumni Engagement Specialist
Supervisor: Program Director
Location: Brooklyn, NY

BACKGROUND

NPower is a high-performing leader in providing pathways to successful digital careers for veterans and young adults from underserved communities across the US and Canada. NPower's award winning training programs use curriculum informed by senior industry leaders and labor market trends. On average, NPower graduates 85% of enrolled students, and has over an 80% rate of success for employment or continued education within 6 months of graduation.

We address many of the primary barriers that our young adult and veteran community confront. Beyond free technical classes, our career training programs provide in-demand certifications within weeks, paid internships, professional networking and mentorship with business leaders, soft skills coaching, connection to social services, job placement assistance, transit assistance and an opportunity for graduates to give back to the program via our professional volunteer network. We provide ongoing career coaching, advanced certifications, and leadership development for our alumni, ensuring that we are developing true pathways for long-term success for our students

POSITION SUMMARY

The Alumni Engagement Specialist develops and implements alumni outreach and engagement activities, and provides support to Alumni. Duties include, but are not limited to: developing, planning and executing special events as well as continuing education workshops and classes; developing marketing materials; maintaining the alumni database and alumni web page; and performing other duties as assigned by the supervisor. This position also supports local volunteer initiatives in alignment with our goal of engaging our corporate partners and the community.

RESPONSIBILITIES

Alumni Engagement/ Placement/ Personal & Professional Development Activities

Alumni Services

Assist alumni in obtaining continued education resources (higher education, professional certifications and training opportunities)

Create, manage and schedule monthly events calendar to include: professional development opportunities, social and networking events and technical refresher workshops

Assist Career Placement Manager with career-related activities for alumni who are seeking employment by guiding alumni through development of career goals, job search strategies, development of resumes, interviewing skills

Responsible for consistently meeting alumni retention goals of calling and/or meeting with 50-60 alumni monthly to obtain data for alumni records; use Salesforce for tracking weekly alumni outreach

Provide leadership and support for the Alumni Council which includes the recruitment of new members, defining responsibilities, planning meetings, and enhancing the visibility of the Alumni Council

Meet with the Alumni Council periodically to develop an annual strategy to target and increase alumni engagement

Alumni Fundraising and Marketing Activities

Draft an annual fundraising plan to support alumni activities

Attend various marketing meetings and conferences to build and maintain a broader base of referral relationships/services for alumni

Create and develop our monthly alumni e-newsletter articles in collaboration with the marketing department

Manage Alumni Web Pages and social network pages; encourage alumni to register on career social networks

Organizational support

Recruit and screen volunteers for mentorship program and provide support to participants throughout mentorship cycle

Coordinate and track regional volunteer activities

Work with the marketing team to organize, coordinate and implement graduation ceremonies, and other events in order to promote continued contact with graduates

Use alumni data to develop compelling region-specific marketing materials for internal and external audiences

Be actively involved with regional non-profit organizations

POSITION QUALIFICATIONS

EDUCATIONAL REQUIREMENTS

At minimum one of the following must be met:

A four-year college degree

Alumni of NPower Program highly preferred

At least three years alumni relations and/ or education development/counseling experience **OR**

At least two years of event coordination experience

SKILLS & ABILITIES

Baseline Skills:

Must be computer literate, comfortable with utilizing Salesforce or experience with utilizing a database

Ability to prioritize and multitask

3) A passion for helping people grow, develop themselves, and better their lives and their community

4) Ability to motivate alumni to actively participate and engage in learning professional skills and develop habits that meet the needs of employers

5) Excellent interpersonal skills and communication (oral, written, and listening) skills; comfort level in conducting outreach to alumni and business partners

6) Experience conducting analytical research and creating reports

7) Experience in one or more of the following fields helpful but not required: workforce development, youth development, human resources, IT staffing, social services or event planning

Additional Requirements: This position requires some evening and occasional weekend work hours to facilitate, host and organization alumni social, professional and continuing education events/workshops.

COMPENSATION:

Commensurate with experience

HOW TO APPLY

Submit a cover letter explaining your interest in the position and a resume to Theresa.suarez-johnson@npower.org

As an equal opportunity employer, NPower encourages diversity and does not discriminate in employment on the basis of age, race, color, creed, gender, religion, marital status, national origin, disability, or sexual orientation.