

Position Title: Intern: Office of Development and Alumni Affairs**Department:** Office of Development & Alumni Affairs**Reports to:** Director of Development and Alumni Affairs**Position Summary**

The Intern of the Office of Development and Alumni Affairs assists in coordinating Alumni Relations and Alumni Programs.

Scope and Impact

This position reports to the Director of Development and Alumni Affairs.

One of the main goals of the Office of Development and Alumni Affairs is to create a life-long relationship between John Cabot University and its students. The intern plays an important role by providing communication support to the Office of Development and Alumni Affairs by maintaining relationships with John Cabot Alumni through programs, events, and networking possibilities. The Alumni Affairs program also aims to engage current JCU students with the Alumni Association, in order to generate a stronger sense of community and belonging by the time students graduate.

Principle Responsibilities

- Maintains and expands Alumni Communications Plan in congruence with the timeline of appeals
- Work with the Alumni Database (Raiser's Edge) to coordinate membership recruiting and retention as well as ensuring all data is accurate and reliable.
- Monitor the news for alumni updates and working with departments around the university to build and strengthen alumni relations.
- Periodic mailings to alumni /Newsletters
- Coordinate international alumni events
- Coordinates Alumni Ambassador Program
- Liaisons with Admissions to assist in Alumni attendance at Yield/informational sessions
- Assist in coordinating alumni reunions- including reviewing logistics
- Updates the Alumni website, maintains updated Alumni information,
- Work in collaboration with Director for creating a login for Alumni on the website to display calendar of events, alumni directory, discount for businesses etc
- Monitor Alumni's social media pages and profiles
- Scan, photocopy and file sensitive records

Principle qualities and skills

- Very detail oriented and dynamic in a working environment
- Takes initiative and is very thorough in each project that he/she pursues
- Excellent writing and editing skills

Requirements

- one year of work experience minimum (including internships.)
- Mother-tongue English or C2 Level of English, any other language is a plus

This JCU Internship is a full-time opportunity. At this time, JCU is only considering JCU Alumni as candidates for this position

Only candidates with EU working papers will be considered. Please send CV and cover letter to development@johncabot.edu.