



# CALVIN THEOLOGICAL SEMINARY

**Job Title:** Alumni Engagement Coordinator

**Department:** Communications Office

**Reports to:** Director of Communications

**Status:** Part-time non-exempt staff

## **SUMMARY**

The Alumni Engagement Coordinator develops and manages a comprehensive alumni relations program designed to increase alumni engagement at Calvin Theological Seminary. The Coordinator supports alumni's continued, long-term relationship with Calvin Seminary through regular communication, events, and personal interactions and in collaboration with other Seminary departments, including Communications, Admissions, Development, Student Life, and Vocational Formation. This is a year-round part-time position for around 20 hours per week with flexibility in scheduled work hours and some remote work.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- **Alumni relationship building:** Maintaining relationships with alumni to foster community and support for the institution.
- **Maintain and update alumni records:** Ensuring that alumni contact and employment information and other details are maintained in the alumni database.
- **Event planning:** Organizing reunions, networking events, and other alumni-focused activities.
- **Communication:** Managing newsletters, social media, and other outreach to keep alumni informed and engaged in coordination with the Communications Office and other departments
- **Lifelong Learning:** assist with creating awareness of conferences, new degrees, courses, and other learning opportunities for alumni.
- **Fundraising Support:** Assisting with development teams for alumni giving campaigns
- **Student-Alumni Connections:** Facilitating mentorship opportunities and career support programs linking alumni with current students
- **Admissions & enrollment support:** coordinating with admissions to support student referrals and recruitment by alumni.
- **International alumni + Canadian Alumni:** building and renewing these relationships along with the Canadian Church Relations Liaison and others.
- **150<sup>th</sup> Anniversary year events and activities:** assist in coordinating events in conjunction with planned events for the milestone 150<sup>th</sup> anniversary of Calvin Seminary and University, targeting alumni participation and communication, for both on-campus and regional events. (2025 – 2026)

- **Swag store at CTS:** collaborating with the Communications department for available merchandise, assisting with managing orders and inventory.
- Other duties as assigned to assist with alumni and greater community engagement to Calvin Seminary by various departments, and to assist the mission of Calvin Seminary.

## **QUALIFICATIONS**

The qualifications listed below are representative of the knowledge, skill, and ability for this position.

### **EDUCATION and EXPERIENCE**

This position requires a bachelor's degree from a four-year college or university with a connection to Calvin Seminary preferred. The ideal candidate is organized, service-oriented, and able to work well with diverse populations. Knowledge and/or experience of theological education, databases and event planning is helpful.

### **COMMUNICATION SKILLS**

Connecting with alumni requires clear written and oral communication, and excellent presentation skills. Due to the diversity of our alumni, this person should be able to demonstrate cross-cultural sensitivities. This individual must handle confidential information with integrity.

### **DECISION MAKING/JUDGMENT**

The position requires the ability to make decisions independently, prioritize projects and deadlines, plan effectively, and act responsively.

### **OTHER SKILLS AND ABILITIES**

1. Effective interpersonal and public relations skills.
2. High level of organization and accuracy.
3. Creativity and energy.
4. Aptitude for hospitality.
5. Flexibility and ability to manage multiple tasks.

### **PERSONAL INTEGRITY**

This position requires a person of unquestioned personal integrity demonstrated by honesty in word and deed, supportive teamwork, and ability to keep sensitive matters confidential. Additionally, because Calvin Seminary is the denominational seminary of the Christian Reformed Church in North America, deeply rooted in the Reformed tradition, the person must be familiar with and respect the Christian Reformed Church in North America and her constituencies. A vibrant Christian faith and engagement in a local church are essential.

### **PHYSICAL DEMANDS/WORK ENVIRONMENT**

The work in this position is performed within routine office conditions, usually without exposure to hazardous or unpleasant conditions. The position will also require some light lifting. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. May include occasional travel for regional Seminary alumni events.