



## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>Alumni Services Assistant</b>
<b>DEPARTMENT:</b>	<b>Business Administration</b>
<b>REPORTS TO:</b>	<b>Development and Alumni Manager</b>
<b>TIME ALLOTMENT:</b>	<b>January to June 2021 - .6 - 1.0 EFT (TBD)</b>

### **JOB SUMMARY:**

*As part of the Business Administration team at Linden Christian School (LCS), the Alumni Services Assistant will support the Development and Alumni Office by assisting in the management and oversight of tasks and functions related to alumni. LCS values its relationships with its former students and wants to continue to build and maintain relationships with its alumni.*

### **KEY RESPONSIBILITIES:**

The Alumni Services Assistant will work closely with the Development and Alumni Manager to update and further develop the LCS Alumni database. This will include assisting with record management, verifying and updating contact information, participating in the development of alumni communications and alumni event planning.

The Alumni Services Assistant will be creative in finding solutions and information and provide assistance in developing a long term systematic approach to record management.

This individual will support the Development and Alumni Manager to develop an integrated overall plan for the development, promotion, management, profile, programming and long term sustainability of alumni at LCS.

### **REQUIREMENTS FOR THE POSITION:**

- Punctual, dependable, ability to provide meticulous attention to detail and accuracy
- Possess a professional demeanor and respect confidentiality
- Strong oral and written command of English
- Interest in the LCS community, including events and activities taking place at the school
- Have an enthusiastic and positive attitude
- Enjoy working in a team environment
- Enjoy meeting and speaking to new people
- Strong computer skills, including Microsoft Office Word and Excel, database applications
- Demonstrate creativity in research methodologies and program design
- Knowledge of social media applications
- Ability to work occasional evenings and/or weekends

### **OTHER REQUIREMENTS:**

- Graduate of Linden Christian School preferred
- affirm and fully support Christian education environment



- affirm and adhere to the LCS Statement of Faith and Lifestyle Commitment
- maintain confidentiality relating to all school issues
- Provision of a Criminal Record Check and Vulnerable Sector/Child Abuse Registry Check

**DISCLAIMER:**

The above statements are intended to describe the general nature and level of work being performed by personnel assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.