

<b>Job Title:</b>	Alumni & Community Engagement Coordinator	<b>Job Category:</b>	Classified
<b>Department/Group:</b>	Classified	<b>Job Code/Req#:</b>	8478
<b>Location:</b>	District	<b>Travel Required:</b>	No
<b>Level/Salary Range:</b>	\$5,000	<b>Position Type:</b>	Extra duty/PT
<b>HR Contact:</b>	Kim Klosterman	<b>Date:</b>	March 2026

## Job Description

### Job Summary:

The Alumni & Community Engagement Coordinator will serve as the primary bridge between the district and its external stakeholders. This role focuses on building a robust network of former students, local business owners, and community members to foster school pride, support district initiatives, and enhance communication.

### Performance Responsibilities:

- Database Management: Create and maintain a centralized, digital contact registry for alumni, local businesses, and community partners.
- Strategic Communication: Author and distribute a quarterly (or bi-monthly) "District Connection" newsletter to the community database.
- Event Coordination: Plan and oversee at least 2–3 key engagement events per year (e.g., Alumni Homecoming Tailgate, "State of the District" community breakfast, or Career Networking Day).
- Digital Presence: Collaborate with the tech/social media team to highlight alumni success stories and community partnerships on district platforms.
- Business Outreach: Develop a "Community Partner" list to identify local businesses interested in supporting school programs or vocational opportunities for students.

### Physical Qualifications:

- Understand and follow oral and written directions
- Meet schedules and deadlines
- Communicate orally and in writing effectively with others
- Inspect and assure the security of facilities during shift
- Walk, bend, lift, push, and stand for extended periods of time.
- Positive, friendly and energetic attitude.

### Qualifications:

- Strong organizational and digital filing skills (proficiency in Excel, Google Sheets, etc.).
- Excellent written communication skills with a knack for storytelling.
- Deep roots in or knowledge of the local community and school district history.
- Ability to work independently and meet project deadlines.

**Compensation:**

- Stipend: \$5,000 per academic year (paid in [Monthly/Semester] installments).
- Reports to Superintendent

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time