

POSITION: Alumni Program Assistant
REPORTS TO: Chief Advancement Officer

PURPOSE

The Alumni Program Assistant plays a critical role in JIS's alumni engagement efforts by supporting communications, events, and data systems. This position ensures smooth operations across alumni initiatives, fostering meaningful connections between alumni and the JIS community. The role requires strong organizational skills, database management experience, attention to detail, and effective collaboration across divisions.

QUALIFICATIONS, EXPERIENCES & ATTRIBUTES

- Minimum a bachelor's degree from an accredited institution.
- Minimum of five (5) years of work experience and at least three (3) in a related field.
- Excellent organizational skills and a strong appreciation for strategy and planning.
- Fluency in English and Bahasa Indonesia.
- Excellent communication and interpersonal skills.
- A high level of flexibility and a creative, solutions-oriented, positive/growth mindset.
- Impeccable attention to detail, handling confidential and complex data, and establishing robust systems.
- Ability to interpret patterns in data sets and find compelling stories through data inquiry.
- Ability to establish and maintain effective working relations with people of different national and cultural backgrounds with sensitivity and respect.
- Ability to treat sensitive issues in a confidential manner.
- Ability to work both independently and collaboratively with teams to achieve common objectives.
- A high level of initiative is required with excellent independent research and mature decision-making skills.
- Strong ability in analytical thinking.
- A clear commitment to Child Protection, safety, service learning, and environmental stewardship.

DUTIES AND RESPONSIBILITIES

1. Alumni Communications & Engagement

- Calendar Management: Maintain an accurate and up-to-date online community calendar to support alumni engagement initiatives.
- Email & Messaging Management: Oversee the alumni@ email account and alumni message groups, ensuring prompt responses and appropriate follow-ups in consultation with the Alumni Program Consultant.
- Social Media Management:
 - Manage existing alumni social media platforms and groups, including approving membership requests and increasing engagement.
 - Monitor engagement metrics and respond to interactions on Facebook, Instagram, WhatsApp, and other relevant platforms.
- Dragon News & Mailing Lists: Support the development of segmented mailings and targeted engagement lists for alumni communications.
- Alumni Portal Management:
 - Assist in implementing and maintaining the JIS Community Portal (Toucan Tech).
 - Manage membership requests, verify alumni identity, and report on engagement metrics.
- Alumni Merchandise & Gifts
 - Manage inventory, budgeting, purchasing, vendor relations, and distribution of alumni-branded merchandise.
 - Coordinate the distribution of gifts for official JIS events and alumni-led gatherings.

2. Alumni Database Management

- Organize and maintain the alumni database, ensuring its accuracy and growth.
- Gather existing data and source new alumni contacts through various platforms (email, social media, events, etc.).
- Perform manual data entry and batch uploads while ensuring data integrity.
- Support data cleaning, verification, and maintenance processes based on best practices.
- Provide reports to support engagement efforts and track program development.

3. Alumni Archive Management

- Manage and maintain the JIS alumni archive, ensuring security, accessibility, and effective utilization for alumni engagement.
- Support initiatives that leverage the archive for storytelling and alumni outreach.

4. Event Planning & Alumni Relationship Building

- Alumni Tours & Campus Access:
 - Host and provide tours for visiting alumni, gathering relevant data and updating the database.
 - Promote alumni services and facilitate campus access for visiting alumni.
- Event Coordination:
 - Assist the Alumni Consultant in planning and executing official alumni events, including sourcing quotes, liaising with venues, coordinating attendance data, and communicating with attendees.
 - Assist with alumni-led events, including managing mailing lists and event-related gifts.
 - Support logistics for the alumni transition program.
- Alumni Feedback & Surveys:
 - Support regular alumni feedback and survey initiatives to measure engagement and inform annual planning efforts.
 - Ensure all collected data is properly recorded in the Alumni database.

5. Others

- Embraces the JIS Learning Dispositions of Resilience, Resourcefulness, Relating well with others, and Reflecting
- Performs other related duties and assumes other responsibilities as assigned by the Chief Advancement Officer including and not limited to participation in class/School's activities or events, attendance of workshops organized by JIS.

TO APPLY

Interested candidates should apply directly by email to recruitment@jisedu.or.id.

Please submit the following materials as separate PDF attachments in one email:

- Cover letter expressing interest in the position
- Current resume
- List of three to five professional references with name, phone number, and email address (references will not be contacted without the candidate's permission)

Safe Recruitment Statement

At Jakarta Intercultural School (JIS), we are committed to ensuring the safety and well-being of all our students. As part of this commitment, we have implemented rigorous recruitment policies and procedures designed to safeguard our students and uphold the highest standards of child protection.

Our recruitment process includes:

- Thorough verification of the identity and qualifications of all candidates.
- Obtaining and corroborating professional and character references.
- Performing comprehensive background checks in all countries of residence.
- Conducting a multi-stage interview process, including scenario-based questions to evaluate how candidates handle situations related to student safety and well-being.

Child Safeguarding Policy

JIS has a robust Child Safeguarding policy that seeks to protect our students, their families, and the entire JIS community. This policy ensures that all students have the right to protection and access to confidential support systems. As part of this policy, all community members with access to students must undergo annual child safeguarding training to stay informed and vigilant in protecting our students.

By maintaining these stringent recruitment practices, JIS ensures that our educational environment remains safe, nurturing, and conducive to the well-being and development of every student.