

## POSITION DESCRIPTION

**Job Title:** HS Program and Alumni Relations Coordinator  
**Reports to:** SMCHS Principal  
**Hours:** Full-time (year round position)

**Position Summary:** The HS Program and Alumni Relations Coordinator is responsible for organizing, coordinating, and overseeing a variety of student programs and events at SMCHS. These include graduation, orientation, preview nights, open houses, visit days, awards ceremonies, and various assemblies. Additionally, this role manages alumni relations, which involves communication, recognition, and fostering connections between alumni and current SMCS students. The coordinator will work closely with multiple departments to ensure the successful execution of these events and initiatives.

### Job Responsibilities:

- Assist HS Office Manager with Diocesan and state reports related to student compliance with policies
- Coordinates and organizes a variety of engaging student and community events, including Visit Days, Preview Nights, Open Houses, job/career fairs, and college preparation sessions, fostering a positive and informative experience for students and families
- Plan, organize and coordinates all aspects of graduation events, ensuring a memorable and seamless celebration
- Coordinates Academic Awards event for grades 9th-11<sup>th</sup>
- Coordinates the Senior Awards and scholarships
- Collaborate with the Advancement Department to support events and initiatives
- Assists with various projects assigned by the SMCS president, SMCS advancement, SMCHS administration
- Provide backup support to the SMCHS Office Manager at the front desk during the school year
- Network with current students and recent graduates to highlight alumni relationships
- Create and maintain all alumni database records to ensure consistent communication to alumni
- Works closely with the communications specialist to on the Alumni newsletter content
- Ensure alumni are recognized through year end awards and hall of fame inductions
- Attend faculty meetings to record minutes, as needed
- Performs other duties as assigned

### Skills and Attributes:

- Ability to deal effectively with situations relative to adolescent physical, social and temperamental issues and make meaningful connections with high school students
- Ability to perform reception responsibilities in a positive, professional and caring manner
- Exhibits excellent public relations skills founded on customer service principles
- Deals with student and staff information/matters in a confidential manner
- Ability to enjoy and thrive in a team setting with constantly changing priorities
- Ability to learn quickly, follow directives and instructions well
- Ability to get things done with exceptional attention to details
- Ability to communicate effectively with supervisor and other team members to assure accurate information is disseminated, issues are resolved effectively by the appropriate person and deadlines are met
- Ability to see things that need to be done and proactively respond to the needs
- Believes in and is committed to the SMCS philosophy, administration, staff, students and families

### Qualifications:

- High School Diploma or GED required, Bachelor's degree, preferred
- 2-4 years office experience in a school setting, preferred
- Group leadership experience
- Well-developed interpersonal and communication skills
- Excellent planning and organizational skills; detail oriented
- Proficient computer skills and literate specifically in Microsoft Word, Publisher, Excel
- Knowledge of or capability to become proficient in student database management
- Must present a professional image