

**POSITION:** Alumni Program Officer

**REPORTS TO:** Chief Advancement Officer

*External: We reserve the right to end the recruitment process once a suitable candidate is found.*

### PURPOSE

The Alumni Program Officer 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.

This is a hands-on, detail-oriented role suited to an organized professional with experience in data systems, communications coordination, and community engagement, who enjoys building structure and improving processes within an established program.

Through accurate data stewardship, thoughtful communications, and well-executed events, this role helps strengthen lifelong relationships between JIS and its alumni worldwide.

### QUALIFICATIONS, EXPERIENCES & ATTRIBUTES

- Minimum Bachelor's Degree
- Experience in administrative support, event coordination, and communications.
- Strong organizational skills and attention to detail.
- Excellent interpersonal and strong customer service skills.
- Confidence to collaborate effectively across institutional teams and the JIS community.
- Strong data management and reporting skills.
- Familiarity with CRM or alumni databases (e.g., Raiser's Edge, Salesforce, Blackbaud, or similar) preferred.
- Demonstrated comfort working with large datasets and maintaining accuracy over time.
- Strong problem-solving skills and ability to multitask in a dynamic environment.
- Experience working in an educational, nonprofit, or alumni relations setting preferred.
- Experience supporting globally distributed or multicultural communities is desirable.
- A clear commitment to Child Safeguarding, safety, service learning, and environmental stewardship

### DUTIES AND RESPONSIBILITIES

#### **Alumni Communications & Engagement**

The Alumni Program Officer is responsible for coordinating JIS Alumni Program promotion and outreach to our local and global alumni to provide meaningful connections, including the provision of Alumni Services and responding to community requests. This might include, but is not limited to:

- Coordinate alumni communications across digital platforms, including the alumni portal, targeted email campaigns, surveys, and social media.
- Support alumni events, campus visits, and alumni services requests.
- Track engagement metrics and contribute insights to improve outreach effectiveness.
- Coordinate alumni-branded merchandise and promotional materials.

**Alumni Database Management**

Accurate data is at the heart of a successful alumni program. The Alumni Officer will:

- Own the day-to-day accuracy, organization, and growth of the alumni database, applying data hygiene and validation best practices.
- Source new alumni contacts through various platforms (email, social media, events, etc.) to extend program outreach.
- 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.
- Liaise with the Database providers to provide the best possible service for our Alumni.

**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.

**Professional Responsibilities**

- Demonstrate professionalism, discretion, and confidentiality in handling alumni records and communications
- Ensure alumni data is managed in accordance with school policies on data privacy and information security
- Collaborate positively with colleagues across divisions and contribute to a culture of service and engagement

**Other Duties**

- 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, but not limited to, participation in class/school activities or events, attendance at workshops organized by JIS

**TO APPLY**

Interested candidates should apply directly by email to [recruitment@jisedu.or.id](mailto: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.