



Applications are invited for the position of:

## Community Development & Alumni Coordinator

**School Section:** Whole School

**Reports to:** Director of Community Development

**Employment Basis:**  Full-time  Ongoing  
 Part-time  Non-ongoing

**Start Date:** Immediate start

**Applications close:** Thursday 25 January 2018

### About the School

Canberra Grammar School is an Independent Anglican School offering outstanding academic education, co-curricular opportunities and pastoral care to day and boarding students of all backgrounds and faiths within a community guided by Christian values.

The School respects and nurtures all students as individuals, seeking to inspire, support and celebrate the efforts of all in realising their intellectual, spiritual, cultural, social and physical aspirations.

Building on the professional expertise of its staff, the commitment of its community and the resources of the nation's capital, Canberra Grammar School aims to be the most dynamic and distinctive centre of learning in Australia.

As Canberra Grammar School grows and enters it's first year of being fully co-educational from Pre-School to Year 12, we are looking to grow and expand our leadership, teaching and operational staff in both the Primary and Senior Schools with a variety of new roles.

CGS is a vibrant and rewarding place in which to work. To find out more about our strong commitment to professional development, the employment process, or living in Canberra, please visit

[CGS.ACT.EDU.AU/EMPLOYMENT](http://CGS.ACT.EDU.AU/EMPLOYMENT)

Further information about the School is available at [CGS.ACT.EDU.AU](http://CGS.ACT.EDU.AU)



## The Role

The *Community Development & Alumni Coordinator* supports the strategic objectives of Canberra Grammar School by managing an integrated Community Development Office to address key priorities of the School, alongside other members of staff responsible for communications and marketing, fundraising, events, graphic design and community liaison.

The role, primarily with the Communications & Events team, is responsible for managing stakeholders across alumni, strategic projects, admissions and event management.

The *Community Development & Alumni Coordinator* is crucial in developing educational partnerships beyond the School, building networks and mentorships with the alumni, parents and staff and continuing to improve these relationships over time.

## Duties

The *Community Development & Alumni Coordinator* is responsible for:

### Community Development Office coordination

- Coordination of the day-to-day procedures in the Community Development Office, which includes providing support to the Director and Managers to support CGS
- Oversee and organise alumni and events external to CGS, including attendance at boarding expos, international expos and functions, and community events as required
- Assist with the management of the external booking system used for all events
- Provide administrative support to the Directors and Managers
- Coordinate purchase orders, invoices and general Office Management

### Customer Relationship Management

- Develop systems to ensure accurate records are maintained and relationships are established properly through the School's CRM software, Synergetic
- Export information and reports required for the distribution of publications and material
- Update the database following return to sender notifications
- Ensure all records of community development contacts (including alumni) are kept up to date

### Manage the CGS Alumni Programme

- Work closely with the Director of Community Development, Communications Manager, and the Events Manager to coordinate the annual calendar of alumni events to include local, regional, interstate and international activities and reunions (including the major alumni reunion weekend)
- Work closely with the Communications Manager to ensure alumni social media channels are kept current and that news is distributed through regular eDMs – including website, facebook, linkedin and instagram
- Establish and build relationships with a wide range of alumni, locally, regionally, nationally and internationally
- Provide information and services to graduating students about Alumni benefits and act as the point of contact once students leave the School, including:
  - Creating a relationship as students transition to being a CGS Young Alumni
  - Liaise with students for the creation, purchasing and distribution of Year 12 apparel (including hoodies)
  - Liaise with students for the bookings and management of the Year 10, Year 12 Formals and Semi-Formals alongside the Communications Manager and the Events Manager
- Work closely with the CGS Careers Advisor to engage Alumni for mentoring and career support to current Year 12 students
- Provide the Communications Manager with content for alumni eDMs and the twice-a-year magazine publication
- Use records and information to enhance relationships with alumni



Other duties as required from time to time to meet the objectives of the School or as the role evolves and adapts to changing circumstance

## Terms and Conditions

The role is a full-time, fixed-term position for a duration of 7 months.

All employees of the School must be eligible to work with children in accordance with ACT Working with Vulnerable People checks.

Canberra Grammar School is a respondent to the *Independent Schools ACT (Support and Operational Staff) Multi Enterprise Agreement 2017*.

### Classification and Salary

In accordance with the agreement, this position is classified as Clerical Officer Level 2 on Step 1. Superannuation of 9.5% and leave entitlements (in accordance with the Agreement) will be paid in addition.

### Hours of Work

Full-time, 8.30am to 4.30pm Monday to Friday.

## Applications and Information

All applications must be submitted using the School's online application form, located on the job advertisement on [CGS.ACT.EDU.AU](https://CGS.ACT.EDU.AU).

For further information, please contact the Human Resources Office:

- [employment@cgs.act.edu.au](mailto:employment@cgs.act.edu.au)
- +61 (2) 6260 9735
- The HR Office, Canberra Grammar School, 40 Monaro Crescent, Red Hill ACT 2603 Australia