



## Position Description

### STUDENTS & ALUMNI SPECIALIST

**Reports to:** Head of Development & Community

**Direct reports:** This role has no direct reports.

**Position:** Full time (flexibility can be negotiated)

**Review:** Annually in June.

### Organisational structure

This role is part of the Community Engagement team including:

- Head of Development & Community
- Students and Alumni Specialist
- Community Specialist

### Role overview

As a member of the Community Engagement team responsible for CEF's growth and connection with community, the Student and Alumni role specifically supports and engages with CEF students and alumni developing relationships from which to strengthen the CEF network.

### Key Responsibilities

- The key contact at national office for all communications with students and alumni.
- Establish and manage alumni specific program and resources such as aspirational influencers, mentoring and peer-to-peer networking.
- Build and grow the CEF Alumni Program through strong relationships and engagement with students.
- Manage the annual Alumni Awards.
- Facilitate student experience camps as required.
- Facilitate student engagement opportunities in collaboration with the Manager of Partnerships
- Manage student applications and convert leads.
- Manage the selection process, allocation and reporting for national scholarships.
- Follow up student reports as required.
- Gather, record, and maintain quantitative and qualitative data to empower and support our programs and platforms.
- Liaise with other team members to generate and distribute CEF student stories for the promotion of the CEF purpose and brand.
- Manage communications relevant to students and alumni to achieve high engagement.
- Work with Communications Specialist to develop student and alumni collateral.
- Responsible for student and alumni social media including regular posting, commenting, and networking with students and alumni.
- Support and advocate for students as required.

### General

- Assist with events, campaigns and projects as required.