

POSITION: ALUMNI COORDINATOR

BASIC FUNCTION OF POSITION

In collaboration with the Public Affairs team and in consultation with the ECA Regional Alumni Coordinator in D.C., the LE Staff for Alumni Outreach and Programs is responsible for promoting greater contact and cooperation among former participants of USG-sponsored exchange programs. In addition, the incumbent will promote networking that includes past participants in ESF-funded training programs and alumni of the American Center's English language program. The incumbent will accomplish this by: organizing events and programs for countrywide, regional, and local alumni audiences; integrating alumni into all Mission programs; liaising with the ECA/P Alumni Affairs Division, Myanmar U.S. Friendship Exchange (MUSFEX), and other alumni groups in preparing alumni project competition proposals for ECA/EAP funding; visiting project sites and writing regular quarterly and yearly reports, preparing and disseminating news and information of general interest to alumni; helping to update and maintain the PAS contacts database and the ECA database of alumni records (Global Alumni Archive Database); creating/maintaining country and/or program communities on the ECA alumni state website and on Embassy social media platforms; contributing content to these website and coordinating the promotion of the ECA State Alumni Website among the different alumni audiences throughout the country, nominating State Alumni Member of the Month when requested in collaboration with the Public Affairs team. This position will be the focal point of the Embassy's outreach hub to engage alumni as credible voices in their communities, in support of our Embassy Mission Strategic Goals.

MAJOR DUTIES AND RESPONSIBILITIES

A. Coordination of Alumni Activities: 60%

- Works closely with Public Affairs colleagues, other Embassy sections and agencies, State / ECA office and the ECA Alumni Coordinator in Washington, to coordinate and organize alumni events (receptions, conferences, seminars, workshops and other meetings), and programming and to integrate USG alumni into all Mission programming;
- Updates and maintains PAS contacts database, including photos of alumni as available.
- Finds optimal opportunities for Embassy employees to participate in alumni events to maximize ongoing benefits of the exchange experience;
- Promotes membership of the State Alumni Website, alumni.state.gov; and website activities such as webchats;

- Through the Embassy's social media platforms, promotes the development of an all-USG alumni community in order to maximize networking possibilities in close cooperation with MUSFEX and other alumni groups;
- Promotes awareness of alumni accomplishments and professional development through contact work; Writes about alumni activities and accomplishments for the PAS weekly highlights newsletter; Ensures that alumni hear about opportunities from PAS and other Embassy sections as appropriate to submit grant applications for funding (e.g. EAP/PD small grants, Embassy Small Grant Program)
- Travels as necessary to conduct outreach with alumni and support alumni activities and projects, and meets with alumni currently in business, education, NGOs, and government, and facilitates meetings;
- Writes comprehensive reports on events and activities to be distributed within the embassy, Department of State offices, including ECA offices;
- Maintains calendar of alumni events and collaborations, including with non USG exchange alumni associations and highlights appropriate linkages to overall Public Affairs and Embassy outreach calendars and goals; ensures alumni events are also updated on the PAS calendar;
- In collaboration with other Cultural Affairs Unit staff, conducts participant de-brief orientations for program alumni upon their return to Burma.

B. Assistance in Developing a Strategic Plan for Alumni Relations and Activities..... 10 %

- In close cooperation with the Public Affairs team, assists in developing a comprehensive strategic plan for alumni relations and outreach, to maximize the synergies of the relationship;
- Assesses alumni attitudes and professional/social needs by periodically gathering information and statistics;
- Compiles reports on statistics and updates strategic plan.

C. Newsletter Development and Distribution.....10%

- Encourages greater involvement by alumni and keeps a record of all activities MUSFEX does, writes articles for insertion in the State Alumni Newsletter;
- Coordinates with other U.S./host country exchange organizations that have existing alumni newsletters and prepares/disseminates alumni information to MUSFEX members;
- Solicits contributions from Embassy sections and other sources for the State Exchange alumni website;

- Edits and reviews these articles and other materials;; coordinates the posting of materials on website and distributing through email;
- Coordinates with other PAS colleagues, alumni and other PAS contacts, and ensure that they receive relevant announcements and information about upcoming programs and activities; incorporates IIP products and other relevant materials to maximize outreach.

D. Assistance in Speaker and Cultural Events.....20%

- Assists the Cultural Affairs Specialist, as required, with International Visitors, and other exchange programs including nomination of participants and implementation of U.S. speakers programs and other cultural presentations.