

## Position Description- Alumni Coordinator

### **Basic Function of the Position**

In coordination with CAO and PAO, develop a strategic plan for alumni relations and outreach activities in Nepal; Develop alumni programming for all U.S. Government sponsored exchange participants; Integrate alumni into mission public affairs programming; Coordinate with ECA/P Alumni Affairs Program to prepare proposals for ECA/SCA funding, including competitive grants; Maintain accurate data on Nepali participants in ECA's Global Alumni Archive Database.

### **Major Duties and Responsibilities**

% of Time

In coordination with CAO and PAO, develop a strategic plan for alumni relations and outreach activities in Nepal. **10%**

Develop and promote a countrywide network of U.S. Government sponsored alumni, including existing alumni organizations. Monitor effectiveness of existing alumni organizations (including attending meetings and programs) and identify appropriate opportunities for inter-association cooperation and networking. **20%**

Solicit and facilitate grant awards to Nepali exchange program alumni from the Bureau of Educational and Cultural Affairs. This includes active advertisement of grant proposals in the Nepali alumni community to give procedural and relevant content advice to individuals and organizations interested in submitting proposals for grant awards. Reviews and vet proposals in accordance with grant specifications and advise CAO and PAO on proposals for submission to ECA/P Alumni Affairs Program Office for ECA/SCA funding. Work closely with grant recipients to ensure full compliance with grant regulations and monitor quarterly reports on activities, in addition to final report submissions. **20%**

Develop and maintain a mission-wide database of U.S. Government sponsored exchange programs and their corresponding alumni. Maintain records for Nepali participants listed in the Global Alumni Archive Database. Actively encourage alumni to maintain accurate records. **10%**

Promote membership of ECA's State Alumni website among existing alumni and recently returned program participants. Monitor other social media networks used for alumni engagement. Develop content and provide input regarding appropriate content for the mission website and alumni-specific online content. **10%**

Develop and implement programs to encourage program participants to become and remain active alumni. Travel within Nepal when necessary to support these activities.

**20%**

Advise PAO and CAO on how best to utilize the alumni network as a resource in achieving mission public diplomacy goals. **10%**