



Dear Friend,

Thank you for considering Rehoboth Christian School as a place of employment. Rehoboth is a beautifully diverse community that seeks to offer a life changing Christian education to students from the Navajo Nation, the Pueblo of Zuni, McKinley County and Gallup, New Mexico. We believe that each person in each department plays a crucial role in fulfilling our mission statement:

**Rehoboth Christian School challenges its students to know the Triune God and equips them to love, serve and transform the world in His name.**

The Alumni Relations Officer plays a critical role in growing connections with Rehoboth alumni and former students. Rehoboth has over 1,000 alumni who have a variety of connections to the Rehoboth community. We hope to reconnect alumni who have not been reached since their graduation, learn of the challenges and successes of alumni, and use this opportunity to help our current staff make changes to curriculum, programs, and guidance counseling. We also hope to be able to share more alumni stories with our broader supporting community and encourage alumni support of Rehoboth.

If you think you would like to be part of the Rehoboth team where you could contribute and learn, we hope you fill out an application. If you want to talk more after you have read the job description, reach out to us by calling (505) 863-4412 or emailing [adminsec@rcsnm.org](mailto:adminsec@rcsnm.org).

One of the most powerful ways to accomplish our mission is to have our dedicated, Christian, Native American brothers and sisters working at Rehoboth. We cherish those applications and opportunities, but we also welcome all Christians who resonate with our mission to apply for our team.

Thank you for your interest,

***Bob Jppel***

Executive Director

Rehoboth Christian School



## **Position Description Alumni Relations Officer**

**Purpose:** The Alumni Relations Officer works to keep Rehoboth alumni and former students connected to, informed about, and aware of the needs of Rehoboth Christian School while also informing the Rehoboth staff and administration about Alumni outcomes, stories, and situations.

**Reports To:** Director of Advancement

**Signed Letter of Employment:** Employed on an 11 or 12 month letter of employment at 40 hours per week with salary and benefits as approved by the Executive Director.

### **Qualifications:**

1. Rehoboth Alumni or former student preferred.
2. Enthusiasm for and initiative to keep the Rehoboth Alumni and former students connected to Rehoboth.
3. Professional approach and leadership qualities that will inspire and motivate alumni.
4. Ability to travel each month for short periods of time to visit with Alumni and former students outside of the Gallup area.
5. Comfortable in relating to a wide variety of people and personalities.
6. Skilled in organization, information collection, and time management.
7. Experience and involvement in program and event planning.
8. Excellent written and communication skills, computer and social media literacy.
9. Evidence of a Christian commitment and testimony, and a passion for Christian education and the mission of Rehoboth Christian School.

### **Responsibilities:**

1. Establish methods for making connections with all Rehoboth alumni and former students through personal visits, social media, internet, and other forms of media.
2. Work directly with the Advancement Director and Operations Director (Adv.) to create systems of recording alumni information and creating call reports for interaction.
3. Meet regularly with the High School Guidance Counselor and Principal to coordinate and share graduate information, trends, feedback, and opportunities for interaction.
4. Meet regularly with the Rehoboth Chaplain to share opportunities for alumni ministry.
5. Seek out Alumni Stories to share with the High School staff, administration, and Advancement Team. Write alumni stories to share in newsletters and email blasts.

6. Identify Alumni who would appreciate personal contact to learn more about the needs of Rehoboth with a goal of establishing financial, volunteer, and prayer support.
7. Encourage alumni to help with the planning alumni events, and also identify alumni that would be able to serve in other capacities, i.e. Board members, Volunteers, Coaches, etc.
8. Work with the Admissions Coordinator on how to use alumni to help communicate the vision and mission of Rehoboth to our local and supporting communities.
9. Produce regular reports for the advancement team to help with analysis and planning for current and future alumni efforts.

March 2024