



# Alumni Association Assistant

## “I HAVE A DREAM”® FOUNDATION-OREGON

“I Have a Dream”® Foundation-Oregon builds community and prepares at-risk youth for higher education, meaningful employment, and productive citizenship. We succeed by offering a 10-year, year-round program of tutoring, mentoring, and academic enrichment. We are currently looking for someone who would be interested in assisting the College Coordinator in developing an Alumni Association within our current classes of Dreamers.

### ***Responsibilities (may vary):***

- Updating Dreamer alumni database with contact and status info
- Outreach to current alumni and searching for missing alumni
- Planning & facilitating alumni gatherings & resource groups
- Assist in planning and facilitating yearly reunions
- Developing an alumni service group, who would volunteer with younger dreamer classes

### ***Qualifications:***

- Team player who can also work effectively on their own to accomplish tasks.
- Desire to work with a non-profit and their youth.
- Dependable, consistent and a strong sense of commitment.
- Research and database experience a plus!
- Understanding of or willingness to learn about organizing Alumni events and/or reunions.

### ***Time Commitment and Worksites:***

- Work with our database, organizing events and contacting Dreamers from your home or your office!
- Meet with our College Coordinator on a monthly or bi-monthly basis with regular phone or email contact.
- At least a 3 month commitment is required for database training and familiarizing yourself with our Dreamers.

### ***Benefits:***

- Unite graduated Dreamers who have succeeded with those who are still in School.
- Experience developing, organizing and planning a database, Alumni events and service projects.
- Increase the number of 1<sup>st</sup> generation high school and college graduates from your community!