



## **Alumni Coordinators**

### ***Job Description***

- **Salary:** *\$10 per hour*
- **Type of Work:** *Contractual*
- **Program Operational Time:** *Monday thru Friday, 8:00 a.m. to 4:00 p.m.*
- **Number of Positions:** *(2)-St. Thomas/St. John District (1) Position and St. Croix District (1) Position*

### **Purpose**

To assess YouthBuild graduates alumni in career progress and coordinate alumni community service projects, as well as other alumni events, activities and celebrations.

### **Responsibilities**

1. Develop, coordinate and implement alumni community service projects, events, activities and celebrations.
2. Develop new employer resources for alumni.
3. Prepare bi-monthly reports relating to alumni activity.
4. Report updates and detail of alumni career lifestyle, success, as well as achievements in order to benefit other alumni, current participants, incoming prospective participants and the program in general.
5. Develop and maintain an alumni information display case, alumni website, twitter page etc.
6. Develop an effective Alumni Association with a positive image to promote participation and good-will.
7. Assist with coordination of annual YouthBuild graduation ceremony, quarterly portfolio show and other events in order to promote continued contact with graduates.
8. Assist Program Administrator and YouthBuild Team in planning and presenting quarterly Participant Exit Meetings.
9. Actively support YouthBuild team environment with can do attitude in order to achieve program benchmarks and goals.
10. Assist in planning and organizing Mental Toughness activities, recognition events and awards ceremonies.
11. Market the program and participants to eligible youthbuild applicants, potential employers/partners as well as develop presentations in conjunction with YouthBuild Program Administrator about the program.
12. Attend staff meetings and/or trainings (on-island or off-island).
13. Enforce YouthBuild Trainee Manual as well as participants' contracts.



14. Other related duties as assigned to assure programmatic operation and goals are met.

## **Qualifications**

1. Minimum High School Diploma/GED, YouthBuild Graduate preferred but not required.
2. A respect for the ideas and intelligence of young adults.
3. Familiar with Facebook, Twitter, and other social media resources.
4. Familiar with Microsoft Suites to include Microsoft Word, Publisher and PowerPoint.
5. Ability to work in an enthusiastic and encouraging way with young people who have not completed high school.
6. Good verbal and written skills.

## **How to Apply**

Interested and qualified individuals must submit a cover letter stating interest, resume, police record as well as three (3) letters of recommendations in a sealed envelope to:

**Marilyn Miller**  
**Procurement Manager**  
**Procurement Department**  
**Virgin Islands Housing Authority**  
**P.O. Box 7668**  
**St. Thomas, V. I. 00801**

These vacancies will remain open until filled.

If additional information is required, please contact Ms. Carla Joseph, Section 3/YouthBuild Program Manager at (340) 714-2102 or (340) 626-5553.