



Posted: 09/11/2025

Annual Salary: \$35,568.00 - \$44,315.00

Status: Exempt, Full-time

Location: On-site

[The College of Idaho](#) invites applications and recommendations for an **Alumni and Parent Relations Coordinator**. As a member of the [College Relations](#) team, this position is focused on cultivating and maintaining meaningful relationships with alumni, parents, and students through personal engagement, strategic programming, and signature events. The Coordinator is responsible for coordinating communications, managing social media platforms, and maintaining the Alumni website to enhance connectivity and engagement within the college community.

Key functions of this role include actively cultivating alumni and parent relationships by conducting personal meetings and strategic visits, with a goal of 5-10 interactions per week. The Coordinator will manage a robust communications strategy across various platforms, ensuring that alumni are consistently informed and engaged. Responsibilities also involve assisting with event planning and execution to enhance attendee experiences, managing the Almbase platform to keep alumni connected, and fulfilling general administrative tasks with a customer-focused approach to service.

Candidates for this position should possess a bachelor's degree and have relevant experience in marketing, college relations, or customer relations, preferably within higher education. Proficiency in Microsoft Office Suite, especially Excel, and familiarity with email marketing platforms like MailChimp or Constant Contact is essential. Strong communication skills, a commitment to confidentiality, and the ability to establish meaningful relationships with diverse individuals are crucial. The role requires self-motivation, excellent organizational skills, and flexibility to work non-traditional hours, including evenings and weekends.

Candidates must be authorized to work in the United States as of the expected hire date and throughout the date of their employment without sponsorship from The College of Idaho. A current valid driver's license is also required and candidates must be vehicle insurable.

The College of Idaho offers competitive benefits including tuition waiver for dependents, health insurance, a retirement plan with employer match, generous paid time off, free access to on-campus fitness centers, and free admission to campus events.

A complete application will include a current résumé, a cover letter addressing qualifications for the position, and the names and contact information of three (3) references: two (2) from management and one (1) professional, sent to hr@collegeofidaho.edu. Review of applications will begin immediately and continue until the position is filled. As we move through the applicant review process, additional information may be requested from qualified candidates.

With over 132 years of history, The College of Idaho is a regional and national leader in higher education. The College of Idaho is an [inclusive community](#) of exceptional learning that challenges the ambitious and forges pathways to success and purpose.

The College of Idaho is proud to be an equal-opportunity employer. We are committed to attracting, retaining, and maximizing academic excellence through a diverse and inclusive workforce.