

Posted: 01/03/2023

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

Status: Exempt, Full-time



[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 will assist in the cultivation and stewardship of The College of Idaho alumni through personal meetings, strategic programming, events, communications and social media platforms.

In collaboration with the Alumni and Parent Relations Director, the **Alumni and Parent Relations Coordinator** will identify, cultivate, and maintain relationships with alumni and parent constituents through well managed communication mediums, social media platforms, arranging and attending events, and weekly face to face visits.

The successful candidate will possess a Bachelor's degree and the ability to establish meaningful relationships with a diverse constituency. They will be proficient with technology; Microsoft Office Suite, social media and marketing platforms (MailChimp or Constant Contact), Raiser's Edge or equivalent CRM experience preferred. Candidates will be able to work non-traditional hours such as evenings and weekends, and have 2 years prior experience in areas such as marketing, college relations, and/or customer relations.

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 candidate must be vehicle insurable.

The College of Idaho offers competitive benefits including tuition waiver for dependents, health insurance, retirement plan with employer match after one year of employment, 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, cover letter addressing qualifications for the position and a description of the skills and experience you have that will contribute to your ability to successfully work in a diverse campus community. Please also include the names and contact information of three (3) references, two (2) management and one (1) professional to hr@collegeofidaho.edu. *Application review will begin immediately.* Applications will be accepted until suitable candidates are selected.

With over 125 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.