

**CRISTO REY JESUIT COLLEGE PREPARATORY SCHOOL**  
**ASSISTANT DIRECTOR OF ALUMNI OUTREACH AND SUPPORT**

**REPORTS TO:** Executive Director of Community Engagement

**SUMMARY:** This position is responsible for creating and implementing a vibrant strategic plan in support of Cristo Rey Jesuit's alumni, to ensure they navigate to and through college.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Research new strategies that will be beneficial to our alumni matriculating to college then completing college.

Identify first generation programs that will be helpful for our alumni. Establish a relationship with these programs.

Build a community where the alumni continue to feel a party of the Cristo Rey Jesuit family and establish programs for them to participate including retreats, liturgies, and professional development sessions such as resume writing.

Conduct one-on-one meetings with seniors and alumni regarding financial aid, campus resources, college transitions, transfers, internships, and time management.

Teach senior college readiness to establish a relationship with seniors. This will occur at least 6 times a year.

Responsible for timely alumni data collection, management, and reporting.

Visit alumni at Texas colleges and universities to offer support and guidance.

Assemble and send care packages and mailings to alumni.

Create and distribute an alumni newsletter.

Distribute information regarding job, internship, and volunteer opportunities.

Plan reunion dinner and send-off celebration for alumni.

Plan annual Checklist Day for seniors to complete tasks necessary for graduation.

Utilize social media (Facebook, Instagram, Snapchat) to promote alumni activity – successes in college or post college, college visits, etc.

**EDUCATION AND/OR EXPERIENCE:** Bachelor's degree from four-year college or university.

**COMPUTER SKILLS:** To perform this job successfully, an individual should be proficient in Microsoft Office programs and have experience working with the Google platform.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Valid Texas driver's license.

**OTHER QUALIFICATIONS:**

Experience working with high school students in an urban or Catholic school setting.

Experience managing data and preparing regular reports preferred.

Creative, energetic, determined individual with a passion to help young adults succeed in college.

Excellent communicator who enjoys managing many relationships.

**PHYSICAL DEMANDS**

The employee must occasionally lift and/or move up to 10 pounds.

Interested candidates should submit cover letter and resume to: [bdickson@crstoreyjesuit.org](mailto:bdickson@crstoreyjesuit.org)