

Alumni Program Associate

Position Summary: The Alumni Program Associate is a key role that helps support the Alumni Program Director in achieving the team's goals and further support our organization's collective goal of ensuring that program Alumni are in key leadership positions where they are able to drive education reform. The main role of the Alumni Program Associate is to support in the development and management of the various projects and activities under Teach for the Philippines' official Alumni Program.

- **How does the job fit within the organization?** In order to achieve our vision, we need Alumni in key leadership positions in various fields within the education and government sectors to impact policies and programs affecting education reform. Partnered with their experience from the Fellowship Program, our TFP Alumni are in a unique position to influence systemic change. The role then of the Alumni Program Associate is to ensure the successful implementation and management of the Alumni Program to support the professional and personal growth of Alumni.
- **Why is the job important?** The organization believes that to affect change in educational quality, we need to have enough Fellows inside the classroom positively impacting students, parents, and communities, as well as enough Alumni working in key positions around the country working on making long-lasting policy changes that accurately reflect the needs of the system. Through the full Alumni Program that begins in the second year of the Fellowship, the organization is able to provide the needed support to accelerate the growth of our Alumni.
- **What position does this job report to?** This role reports directly to the Director or Manager for Alumni Program, but to a certain extent will also be required to work cross-functionally inside and outside the organization.
- **What is the span of control of the role?** Employees in Teach for the Philippines have the ability to contribute to the conceptualization and execution of our organization's activities. The organization's leadership believes in hiring individuals for specific talents and skill sets; and then with trust and good faith, subsequently allowing those individuals to exercise significant control in their job responsibilities - so long as they achieve pre-agreed upon goals and maintain the shared objectives of the organization, as well as do work that fits within the parameters of both the organization (Core Values and Employee Handbook) and their function's specific framework.
- **What are the main challenges facing this role?** The principal challenges are: (1) ensuring efficient use of budget, resources and manpower; (2) organizing and executing simultaneous activities and projects under the Alumni Program; (3) communicating and working with various stakeholders internally (TFP Board and staff) and externally (Alumni, various partners / champions) towards a common goal; (4) coordination with external parties like institutional training partners who will provide services allowing us to effectively carry out the Alumni Program.

RESPONSIBILITIES	QUALIFICATIONS
<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Support the Alumni Program Manager/Director in implementing and managing the overall strategy for Alumni Programs and communications, specifically: <ul style="list-style-type: none"> ○ Implement the training for first and second year Fellows before they complete their two-year commitment and help graduating second year Fellows plan how to maximize their impact according to the theory of change. 	<p>Role Requirements</p> <ul style="list-style-type: none"> • Filipino citizenship or an Alien Employment Permit authorizing a foreign national to work in the Philippines. • Bachelor's degree required • Minimum 2 years of work experience. • Experience managing projects to reach and exceed ambitious goals required • Prior recruitment, marketing, and career counseling experience are a plus. • Proven ability to work well with a diverse team and diverse cultures.

- Roll out the career support, transition services for second-year participants (ex. The Career Counseling, Alumni Mentorship, and Accelerate programs.)
 - Implement and manage the Career Conversation sessions.
 - Implement and manage the Alumni Mentorship program.
 - Implement and manage Career Fair.
- Help the Manager/Director implement the strategy for engaging Alumni after they complete their two-year commitment and ensuring that the majority of Alumni are maximizing their impact according to the theory of change.
- Provide assistance in managing Alumni queries, and other programs/activities in relation to the Alumni Program strategy.
- Network and communicate regularly with Alumni to seek feedback, identify additional areas of interest, level of engagement, general feedback, etc.

Day-to-Day Responsibilities

- Manage and implement formal Alumni communications (website, monthly newsletter, bulletin, etc.) on schedule. This includes the alumni@tfp.org email.
- Help Alumni network with each other and support the Manager/Director in building a thriving Alumni community
 - Support the management of corporate, graduate school, and other partnerships in order to connect Alumni to opportunities to further their commitment to our movement
 - Support the management of Alumni Forums
 - Help manage other programs as determined by the Manager/Director
- Help implement and execute planned opportunities for Alumni to support the organization and its mission
- Execute strategies and coordinate logistics for Alumni events

- Proven ability to develop and leverage relationships toward achievement of concrete goals
- Experience tracking a budget is required.
- Willing to travel and work some weekends.

Skill Competencies

- Fluency in English.
- Outstanding interpersonal and communication skills – communicating up, down, laterally, and externally.
- Excellent attention to detail
- Excellent organizational skills.
- Strong written skills.
- Problem solving experience across a range of domain areas – including strategy, organization and operations.
- Ability to manage multiple projects concurrently and independently
- Ability to make decisions and operate on them.
- Strong technological skills (including knowledge of Microsoft Office and Google Docs) are preferred.
- Results-oriented and proactive/able to use initiative
- Ability to deliver results on deadline.

Character Competencies

- Deep commitment and excellent Ambassador of Teach for the Philippines' Mission, Vision, and Core Values.
- Ability to work excellently despite ambiguity
- Adaptable to an entrepreneurial, fast-paced, diverse, results-oriented culture
- Professional demeanor.
- Flexible
- Resourceful
- Respectful

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| <ul style="list-style-type: none">• Support cultivation and hiring of Alumni for potential staff positions and volunteer opportunities• Work with the Manager/Director of Alumni and Director of Training & Development to develop the leadership development program for second year Fellows.• Design and maintain the information management system<ul style="list-style-type: none">○ Oversee data collection process, ensure the integrity of Alumni data, and perform data analysis○ Collect information on Alumni that is needed and requested by the Director of Data & Assessment or Selection Manager.○ Collect Alumni stories to assist with funding, press, etc. or other stories as needed by the Marketing & Events team• Work with Admissions team and Marketing team to incorporate theory of change and Alumni benefits in recruitment materials, selection days, training. | |
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