



## JVC Northwest Job Announcement Alumni Coordinator

JESUIT VOLUNTEER CORPS (JVC) NORTHWEST is hiring a full-time Alumni Coordinator for our Milwaukie, OR office, in the Portland Metro Area. The Alumni Coordinator is responsible for the development, maintenance, and expansion of JVC Northwest's volunteer alumni network across the United States, with an emphasis on Former Jesuit Volunteer (FJV) activity and engagement outside of the Northwest. The Alumni Coordinator assists in the planning of FJV reunions, retreats, fundraising opportunities, and other events. JVC Northwest is seeking a person with excellent organizational, speaking, and written communication skills, and the ability to work independently as well as in a collaborative and team oriented environment. We are a faith-based organization with a focus on our core values of community, simple living, social and ecological justice, and spirituality.

The ideal candidate will have at least one year of nonprofit or similar organizational experience in alumni relations, marketing, event planning, and/or fundraising. This position requires a thorough understanding of social media and online marketing techniques, and experience with graphic design is a plus. Bachelor's degree and proficiency in Microsoft Office and database software are required. Former Jesuit Volunteers or those who have completed a year of service are strongly encouraged to apply. The Alumni Coordinator is employed at will. Successful clearance of pre-employment reference checks and criminal history background checks are required for final hire.

***Equity at JVC Northwest:*** *JVC Northwest is committed to continually building a just and equitable workplace in order to work toward our vision of a just and equitable Northwest region. As an Equal Opportunity Employer, JVC Northwest encourages applicants of every ethnicity, origin, age, religion, ability, sexual orientation, gender expression, economic status, veteran status, and political affiliation.*

To apply, email JVC Northwest at [info@jvcnorthwest.org](mailto:info@jvcnorthwest.org) with "**Alumni Coordinator**" in the subject line for job description and application information. Applications will be accepted until the position is filled.



*JVC Northwest has been named by Oregon Business Magazine as one of Oregon's **100 Best Nonprofit Companies to Work for** (2009-2016) and **100 Best Green Companies** (2010-2017).*