

## Assistant Director, Clubs and Chapters

Reporting to the Associate Director of Clubs and Chapters, the Assistant Director plays a key role in strengthening alumni engagement by supporting regional clubs, affinity groups, and volunteer-led chapters. This position works closely with alumni leaders to provide guidance, resources, and coordination for events and initiatives that connect alumni to each other and to the university.

### **Primary Duties and Responsibilities:**

- Serve as the liaison for specified alumni clubs and chapters, offering support and resources to ensure successful events, outreach, and volunteer experiences.
- Build and maintain strong relationships with alumni leaders; provide training, guidance, and ongoing communication to help them succeed in their roles.
- Collaborate with internal team to support club/chapter programming and ensure alignment with broader alumni engagement strategies.
- Track engagement metrics, maintain club/chapter records, and contribute to reporting on impact and growth opportunities.
- Manage a calendar of regional and virtual events in collaboration with volunteer leaders, ensuring logistical support and brand consistency.
- Represent the Alumni Association at select regional or virtual events, occasionally including evening or weekend hours.
- Other projects and duties may be assigned.

### **Knowledge, Skills, and Abilities:**

- Experience working with volunteers and/or managing regional chapters or networks is a plus.
- The right candidate will be a creative, diplomatic, well-organized colleague who is able to work within a cross-functional team with demonstrated excellence in interpersonal, project management, and presentation skills.
- Strong communication, relationship-building, and organizational skills.
- Flexibility and responsiveness to deal with complex problems and strategic opportunities are imperative for success.
- Ability to manage multiple projects and meet deadlines with attention to detail.

### **Education & Work Experience Requirements (Essential Requirements):**

- Candidate must have a bachelor's degree in communications, public relations, non-profit management, higher education or a related field.
- Minimum 1-2 years of experience in alumni relations, volunteer management, event planning, or a related field.

Interested candidates should submit a resume and cover letter to [kayla.hebert@louisiana.edu](mailto:kayla.hebert@louisiana.edu).