



Alumni Coordinator Job Description

The SkillsUSA Maine Alumni Coordinator shall, in general, be responsible for the overall growth and development of the state alumni organization. The SkillsUSA Maine Alumni Coordinator shall be to help promote SkillsUSA Maine in terms of time, talent, and financial resources and shall perform those duties and responsibilities as assigned by the State Director.

The responsibilities of the SkillsUSA Alumni Coordinator are:

- Work with the State Director, Assistant State Director and Technology Support Specialist to maintain a current Alumni data base.
- Providing a professional network for our members.
- Further the goals and purposes of the SkillsUSA Maine organization
- Others as assigned by the State Director

The following Task Analysis highlights the job of Alumni Coordinator.

1. Have Alumni present at events for support and to promote Alumni Association.
2. Work with the Assistant State Director to maximize Alumni support for events.
3. Hold at least 2 Alumni recruitment events (Portland/Bangor/Presque Isle areas).
4. Provide volunteer support for the State Leadership and Skills Conference and the SkillsUSA Championships.
5. Identify and publicize examples of alumni whose leadership, professional achievement and service to community can serve to inspire current SkillsUSA students.

This position is a non-stipend State Staff position and reports directly to the State Director.

Interested persons should send a resume to the State Director.