

“Individually, we are one drop.
Together, we are an ocean.” - Ryunosuke Satoro



United Planet Alumni Relations Manager

United Planet is looking for a volunteer Alumni Relations Manager to join our Boston team for 6 months. As a vital part of the UP team, the Alumni Relations Manager will be responsible for the execution and development of the communications and programming for our Quest volunteer abroad alumni from around the U.S. For more information about United Planet's Quest program, please visit www.unitedplanet.org/volunteer-abroad or for alumni information, visit <http://www.unitedplanet.org/volunteer-abroad/alumni>.

Job responsibilities:

- Administer alumni communications
 - Keep lists on Constant Contact up to date
 - Create emails to report on program updates and opportunities for alumni.
- Execute current programming for alumni.
- Update resources and information for alumni.
- Assist in developing new programming and opportunities for alumni.
- Prepare and send welcome back emails and packages for all returning Quest volunteers.
- Support work for annual UP Day events and contests
- Other items related to Alumni programming as needed
- Assist Quest team in volunteer processing and preparation as needed (during busy months).

Qualifications:

- Strong written & verbal skills needed
- Ability to work independently and with a Team
- Creative, Innovative, & Efficient
- MS office knowledge
- International experience required
- Language skills a plus
- Familiarity with social media and blogging
- Sales, marketing, database experience preferred
- Understanding of organizational development and the non-profit sector preferred

11 Arlington Street, Boston, MA 02116
Local: 617.267.7763 | Toll-free: 800.292.2316 | Fax: 617.267.7764
Email: team@unitedplanet.org | Web: www.unitedplanet.org

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Benefits:

- Gain experience working on an international team.
- Work in a friendly and dedicated environment with regular and fun team-building activities.
- Learn what it is like to work for a fast-growing organization with contagious energy!
- Gain valuable and transferable skills.
- Office located in a beautiful part of Boston, across from the renowned Public Garden in a historic building.
- Work closely and be mentored by experienced Managers.
- Help build a global non-governmental organization which will make an increasingly more positive impact in the world for many years to come.
- After completion of your time on staff at UP, you will receive the opportunity to participate in United Planet's International Volunteer (Quest) Programs at cost for life!

Please send us a resume and a cover letter to team@unitedplanet.org
(Please note that this is a volunteer position)

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