

# Alumni Officer

**Do you want to join a fast-paced, international, student-led, social impact charity? Are you looking for meaningful voluntary experience and a community of like-minded, ambitious people?**

As our Alumni Officer, you will be part of Project Access' Talent & Culture Team. Project Access is a brilliant community of passionate students, and our staff remain connected to our work even after their official time with us. Your role will be to help shape the relationship between current Project Access staff and our alumni. You'll work closely with **Mika**, our **Global Director of Talent & Culture**.

## **Responsibilities include:**

- Implementing strategy to engage Project Access alumni and ensure that they are kept informed of our work
- Assisting the Global Director of Talent & Culture in shaping our alumni engagement program- you will take a pivotal role from the start and be engaged in the decision-making process
- Collaborating with teams across Project Access

## **The ideal applicant is...**

- An excellent communicator- you will be working remotely with Project Access teams spanning multiple time zones and will be responsible for communicating with applicants
- Creative- we are always looking for ways to improve our alumni engagement, and want to hear your ideas about this
- Happy to speak with a broad range of people from diverse backgrounds

## **You will get...**

- A unique opportunity to be at the forefront of the growth of our organization, helping us to provide networking opportunities for our staff
- The ability to connect with Project Access alumni who work in a variety of fields. This is an excellent opportunity to network and develop close relationships with others
- Ownership and opportunities for growth from the start. You will be able to explore all areas of Talent and pursue your interests outside of your designated role
- Access to an incredible community of talented and ambitious students who work for Project Access
- A direct impact on the Project Access community and its mission

The position is an unpaid, volunteer role that will require **3-4 hours** of work per week, with flexibility during busy times of year (e.g. during exams).

If you have any questions, please do not hesitate to get in touch with Mika, Global Director of Talent and Culture ([mika.sprenger@projectaccess.org](mailto:mika.sprenger@projectaccess.org)).