

# ALUMNAE ASSOCIATION OF MILLS COLLEGE (AAMC)

## Communications Coordinator

700 hours per year (average of 14 hours per week, .40 FTE)

Two in-office days per week (preferably Tuesday and Thursday)

Potential for additional hours as position grows

**Reports to:** The President of the AAMC

**The Alumnae Association of Mills College (AAMC):** Founded in 1879, the AAMC is an independent, inclusive community that promotes the interests of Mills alumnae through action, information, and lifelong connections and learning. We elect representatives to the Mills College Board of Trustees, link students and alumnae, co-sponsor events with the College, help plan Reunion, organize travel programs, and celebrate the outstanding achievements of Mills alumnae. We encourage the growth of Mills as an undergraduate college for women and a graduate institution for women and men at the forefront of higher education.

### **Position Description:**

The Communications Coordinator serves the AAMC in a variety of roles: 1) writing, editing, and/or managing production of a range of AAMC communications 2) support AAMC President and Executive Director. The position requires working in close cooperation with the AAMC president, other AAMC leaders and staff, and Mills College staff, including the managing editor of the Mills Quarterly.

Representative duties are as follows:

#### Communications

- Write, edit, and/or collect AAMC content for the Mills Quarterly alumnae magazine, often with the aid of AAMC volunteers.
- Assist the managing editor of the Mills Quarterly with copyediting and production.
- Write, edit, and/or produce AAMC email campaigns, including bulk emails for the AAMC.
- Update information on the AAMC website by writing, editing, and/or posting content.
- Assist with social media posts.
- Use Giveffect to drive fundraising communications and activities and manage donors/ mailing lists
- Produce marketing communications to support the AAMC's merchandise program and facility rental program.
- Create lists for direct mail and email campaigns
- Take photos at selected events.
- Ensure that AAMC communications are compatible with Mills College communications schedules, editorial style guides, and messaging priorities.

#### Miscellaneous

- Representing the AAMC to the Mills alumnae community and the campus community; welcome alumnae and other visitors to Reinhardt Alumnae House with a positive, helpful, and professional manner.

- Cultivate a collaborative working relationship with the College's advancement, alumnae relations, and admissions staff.
- Provide administrative support to AAMC President, Executive Director and other AAMC leaders
- Coordinate insurance policy enrollment for AAMC travel program
- Welcome alumnae and other visitors to Reinhardt Alumnae House with a positive, helpful, and professional manner.
- Act as a point of contact for emails, telephone calls, and in-person inquiries from alumnae; respond on behalf of the AAMC or direct requests to the appropriate individual.
- Coordinate incoming and outgoing mail.
- Liaise with student workers who may be available to assist with the above tasks.
- Help fulfill orders for AAMC merchandise as time permits
- Perform related duties as needed/assigned.

**Position Qualifications:**

- Strong interpersonal, written, and oral communication skills; a talent for crafting clear and concise yet warm and friendly messages in emails and other personal communications
- Strong organizational and time management skills
- Experience with journalistic genres, from newswriting to feature writing
- Experience with marketing communications and/or advertising copywriting
- Knowledge of standard editorial style guides, particularly the Chicago Manual of Style, and copyediting techniques
- Basic knowledge of HTML
- Experience posting online content through a content management system and on social media
- Experience with producing email campaigns
- Experience with event planning
- Experience working with volunteers
- Proficiency with Microsoft Office, especially Word and Excel, and Google equivalents (Docs and Sheets)
- Ability to learn alumnae database program and other informational technologies as required
- Nonprofit work experience desirable
- Ability to work independently and accurately, solve problems, take initiative, and exercise flexibility
- Ability to establish and maintain effective and productive working relationships within a diverse and multicultural environment
- Advanced experience with using Banner or a CRM database, including generating reports and client lists
- Willingness to work some weekends and evenings to accommodate meetings with volunteers.
- Familiarity with Mills College and the AAMC desirable. Alumna(us) preferred.
- Ability to lift and carry up to 20 lbs.
- Experience with Giveffect

**Work Schedule and Compensation:**

This is a non-exempt position, 700 hours per year. Compensation depends on experience.

**Application Instructions:**

Send application materials electronically to [aamc@mills.edu](mailto:aamc@mills.edu). On the subject line of the e-mail, state "Communications Specialist" and applicant's last name. Please submit a resume, cover letter, two or three writing samples, and contact information for three references as PDF or Word attachments to the email. Applications will be accepted until the position is filled.