Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:
Toll Free Phone: (866) 225-9067
Toll Free Fax: (877) 825-7564
L9 P23 R4074 HWY 596 - Box 109
Keewatin, ON P0X 1C0

Job Board Posting

Careers.Indigenous.Link

Date Printed: 2024/04/24

Alumni Relations Coordinator & Researcher/Coordonnateur Relations Auprès Des Diplômés Et Chercheurs

Job ID	**0A-0D-6C-7D-F9-1D**	
Web Address	https://careers.indigenous.link/viewjob?jobname=0A-0D-6C-7D-F9-1D	
Company	Bishop's University	
Location	Sherbrooke, Quebec	
Date Posted	From: 2021-06-16	To: 2021-12-13
Job	Type: Full-time	Category: Office
Job Salary	Classe 10: $23.10 To/Ã $30.15 Per Hour/de Lâ€™heure (APBU â€“ Unionized Position/poste SyndiquÃ©	
Languages	English And French / Anglais Et FranÃ§ais	

Description

Posting 21-21 (Regular full time position)

The following statements are intended to describe the general nature and level of work performed. They are not representing an exhaustive list of all responsibilities, duties and skills required.

Bishopâ€™s University is seeking an Alumni Relations Coordinator and Researcher for a regular full-time position in Alumni Relations. Reporting to the Associate Vice Principal, University Advancement, the incumbent is responsible for a wide range of activities, programs, and opportunities to engage and involve Bishopâ€™s alumni and friends in meaningful ways while assisting in maintaining accurate background information on them. This position has a work week of 35 hours from Monday to Friday with occasional evenings and weekends required.

Nature of Duties & Responsibilities:

-Coordinates special events on campus and across the country to strengthen the commitment of alumni to Bishopâ€™s University;

-Works with the Alumni Executive Committee and other volunteers (e.g. JUMP) to coordinate alumni programming;

-Supports the â€œ10,000 Coffeesâ€• online networking and mentoring platform;

-Coordinate the bi-annual â€œTop 10 After 10â€• application and selection process as well as the on-campus induction ceremony;

-Assists in the planning and execution of annual Homecoming activities;

-Develops and coordinates events for the graduating class (e.g. Convocation) designed to raise awareness and understanding for the next phase of studentsâ€™ Bishopâ€™s experience;

-Updates the alumni events information on the Bishopâ€™s University website, both in the Alumni section and on the main calendar of events;

-Assists with keeping alumni connected through social media;

-Maintains relationships with affinity partners;

-Assists with story development, writing and editing of the Bishopâ€™s University Magazine;

-Initiates research via a number of channels (e.g. email, internet, directories) to update information in the Raiserâ€™s Edge database;

-Remains current in alumni programs and service trends; researches and recommends new programs or services;

-Provides research support, involving compiling material and writing prospect research reports;

-Performs additional similar / related tasks as required.

AFFICHAGE 21-21 (Poste rÃ©gulier Ã temps plein)

Les Ã©noncÃ©s suivants sont destinÃ©s Ã dÃ©crire la nature et le niveau de travail gÃ©nÃ©ral. Ils ne reprÃ©sentent pas une liste exhaustive de toutes les responsabilitÃ©s, tÃ¢ches et aptitudes requises.

Lâ€™UniversitÃ© Bishopâ€™s recherche un Coordonnateur des relations auprÃ©s les diplÃ´mÃ©s et chercheur pour un poste rÃ©gulier Ã temps plein dans le dÃ©partement Avancement Universitaire. Se rapportant au Vice-principale

associÃ©e, Avancement Universitaire , le titulaire du poste jouera un rÃ´le clÃ© dans le soutien des relations avec les diplÃ´mÃ©s. Le titulaire du poste sera responsable dâ€™un large Ã©ventail dâ€™activitÃ©s et de programmes pour engager et encourager les diplÃ´mÃ©s et anciens de lâ€™UniversitÃ© Ã participer et Ã sâ€™impliquer de faÃ§on significative, et devra Ã©galement sâ€™assurer de tenir Ã jour des informations Ã leur sujet. La semaine de travail est de 35 heures, du lundi au vendredi avec des soirÃ©es et fins de semaine occasionnelles.
Nature des tÃ¢ches:
-Coordonner des Ã©vÃ©nements spÃ©ciaux sur le campus et Ã travers le pays afin de renforcer lâ€™engagement des diplÃ´mÃ©s envers lâ€™UniversitÃ© Bishopâ€™s ;
-Travailler avec le ComitÃ© exÃ©cutif des anciens et autres bÃ©nÃ©voles (ex. JUMP) pour coordonner des programmes et Ã©vÃ¨nements pour les diplÃ´mÃ©s ;
-Supporter la plate-forme de rÃ©seautage et de mentorat en ligne â€œ10,000 Coffeesâ€• ;
-Coordonner deux fois par an le processus de candidature et de sÃ©lection â€œTop 10 After 10â€• ainsi que la cÃ©rÃ©monie dâ€™intronisation sur le campus;
-Aider Ã la planification des activitÃ©s de retrouvailles annuelles (Homecoming Weekend);
-DÃ©velopper et coordonner des Ã©vÃ©nements pour les finissants (ex. collation des grades qui sensibiliseront et aideront les Ã©tudiants Ã comprendre la prochaine Ã©tape de Â« lâ€™expÃ©rience Bishopâ€™s Â» ;
-Mettre Ã jour lâ€™information des Ã©vÃ©nements des diplÃ´mÃ©s sur le Site web de lâ€™UniversitÃ©, y compris le calendrier principal et la page des diplÃ´mÃ©s ;
-Aide Ã maintenir les anciens Ã©lÃ¨ves connectÃ©s via les mÃ©dias sociaux ;
-Entretient des relations avec des partenaires dâ€™affinitÃ© ;
Aider avec le dÃ©veloppement, la rÃ©daction et la correction des articles pour le Bishopâ€™s University Magazine ;
-Initier de la recherche via plusieurs canaux (ex. courriel, internet, rÃ©pertoires) afin de mettre Ã jour les coordonnÃ©es des diplÃ´mÃ©s dans la base de donnÃ©es Raiserâ€™s Edge ;
-Se tient Ã jour en matiÃ¨re des tendances des programmes et services visant des diplÃ´mÃ©s; rechercher et recommander des nouveaux programmes ou services ;
-Soutenir la recherche, y compris la rÃ©daction de notes dâ€™information au sujet de donateurs potentiels ;
-Effectuer toutes autres tÃ¢ches additionnelles / connexes au besoin.

Experience

Over 1 year of experience / Plus de 1 an dâ€™expÃ©rience

Education Requirements

Bachelorâ€™s Degree / BaccalaurÃ©at

Essential Skills

-Strong communication and interpersonal skills;
-Fluent knowledge of English and working knowledge of French.

-Solides compÃ©tences en communication et en relations interpersonnelles;
-Parfaite maÃ®trise de lâ€™anglais ; connaissance opÃ©rationnelle du franÃ§ais.

Weight Handling

Light and medium exertion, regularly/Efforts lÃ©gers et moyens rÃ©guliÃ¨rement.

Other

Bishopâ€™s University implements an equal access employment / program under the Act respecting equal access to employment in public bodies and welcomes applicants who are committed to upholding the values of equity, diversity, and inclusion and who will assist us expand our capacity for diversity and inclusion. We encourage applications from members of groups that have been historically disadvantaged and marginalized, including Indigenous peoples, visible and ethnic minorities, persons with disabilities, women and LGBTQ2+.

Lâ€™UniversitÃ© Bishopâ€™s applique un programme dâ€™AccÃ¨s Ã lâ€™Ã©galitÃ© en emploi issu de la Loi sur lâ€™AccÃ¨s Ã lâ€™Ã©galitÃ© en emplois des organismes publics et accueille les candidats qui sâ€™engagent Ã respecter les valeurs dâ€™Ã©quitÃ©, de diversitÃ© et dâ€™inclusion et qui nous aideront Ã accroitre notre capacitÃ© en matiÃ¨re de diversitÃ© et dâ€™inclusion. Nous encourageons les candidatures de membres de groupes historiquement dÃ©favorisÃ©s et marginalisÃ©s, notamment les peuples autochtones, les membres des minoritÃ©s visibles et ethniques, les personnes handicapÃ©es, les femmes et les personnes LGBTQ2+.

How to Apply

If interested, please submit your curriculum vitae and cover letter, including what position you are applying for by June 27, 2021 before 4:00 pm to careers@ubishops.ca.
Per the Collective Agreement, priority will be given to qualified internal applicants. Please note that only candidates selected for an interview will be contacted and testing may be required; thank you for your interest. We provide support in the recruitment processes to applicants with disabilities, including accommodation that takes into account an applicantâ€™s accessibility needs. If you require accommodation in order to participate as a candidate in the recruitment process, please contact careers@ubishops.ca

---

S.V.P. faire parvenir votre curriculum vitae ainsi quâ€™une lettre de prÃ©sentation, en indiquant pour quel poste vous appliquez dâ€™ici le 27 juin 2021, 16 :00 Ã careers@ubishops.ca
Tel que prÃ©vu Ã la Convention Collective, prioritÃ© sera accordÃ©e Ã un candidat interne qualifiÃ©. Veuillez noter que seules les personnes retenues pour une entrevue seront contactÃ©es, et que des tests de sÃ©lection peuvent Ãªtre administrÃ©s ; merci pour lâ€™intÃ©rÃªt manifestÃ©. Dans le processus de recrutement, nous fournissons un soutien aux personnes handicapÃ©es afin de rÃ©pondre aux besoins en prÃ©venant et en Ã©liminant les obstacles Ã lâ€™accessibilitÃ©. Si vous nÃ©cessitez de mesures dâ€™adaptation pour participer en tant que candidat dans le processus de recrutement, veuillez contacter careers@ubishops.ca