



**BLOSSOM
ACADEMY**

Alumni Relations Coordinator

Location: Accra, Ghana

Job Type: Full-time

About Blossom Academy:

Blossom Academy is a leading education and career development organization committed to empowering individuals with the data skills and knowledge needed to thrive in the modern workforce. We offer a range of programs designed to bridge the gap between education and employment, equipping our learners with the tools to succeed in their chosen careers.

Our alumni are a vital part of our community, and we are dedicated to fostering lifelong connections and support networks. As we continue to grow, we seek a passionate Alumni Relations Coordinator to engage with our graduates and cultivate meaningful relationships.

Job Description:

We are looking for an enthusiastic and organized Alumni Relations Coordinator to oversee our alumni engagement efforts at Blossom Academy. The Alumni Relations Coordinator will build and maintain relationships with graduates, organize events, and implement initiatives to enhance the alumni experience. This role requires a creative and collaborative individual with excellent communication skills and a solid commitment to fostering community among our alumni.

Responsibilities:

- Develop and implement strategies to engage alumni and strengthen their connection to Blossom Academy.
- Maintain a database of alumni contacts and keep accurate records of engagement activities through monthly informal meetings.
- Plan and coordinate alumni events, including reunions, networking receptions, and professional development workshops.
- Lead the alumni mentorship program by pairing recent alumni of Fellowship programs to existing Fellows for knowledge sharing and transfer.
- Collaborate with the marketing and communications team to create engaging content for alumni newsletters, social media channels, and other communication platforms.
- Serve as the primary point of contact for alumni inquiries and requests for information.
- Identify opportunities for alumni to volunteer, mentor current students, and contribute to the success of Blossom Academy programs.
- Design a profile for each student during the Fellowship, to be kept on file after graduation.
- Collaborate with academic departments and career services to provide ongoing support and resources to alumni.
- Track alumni outcomes and success stories to showcase the achievements of our graduates.
- Stay informed about industry trends and best practices in alumni relations to improve programs and initiatives continuously.

Qualifications:



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- Bachelor's degree in communication, marketing, education, or a related field.
- Proven experience in alumni relations, community engagement, or a related role.
- Strong interpersonal and relationship-building skills with the ability to connect with diverse audiences.
- Excellent written and verbal communication skills, with experience in creating engaging content for various platforms.
- Highly organized, with the ability to manage multiple projects and priorities simultaneously.
- Creative thinker who can develop innovative strategies to engage alumni and build a sense of community.
- Experience planning events and managing logistics.
- Passion for education and a commitment to supporting the success of graduates.
- Ability to work independently and collaboratively within a team environment.

To apply, please submit your resume and cover letter to **applicants@blossom.africa**. The subject line must read "**Alumni Relations Coordinator.**"

Blossom Academy is an equal opportunity employer. We encourage candidates from all backgrounds to apply.