



Alumni Manager Permanent full-time

However some flexibility can be offered to suit personal arrangements.

About Us

St Margaret's College offers a unique education for girls from Year 0 through to Year 13 for boarding and day girls. We have a dual pathway with NCEA and the International Baccalaureate Diploma programme and a strong emphasis on wellbeing and pastoral care as well as academic success. With a commitment to holistic education, balancing academic excellence with a multitude of co-curricular opportunities, St Margaret's College encourages students and staff to discover their passions and be the very best they can be.

The Role

This role acts as the first point of contact for St Margaret's College alumni, supporting the St Margaret's College Old Girls' Association (OGA) in its mission to 'nurture connections - past, present and future'.

Working directly with the OGA's President and Committee, the role is focused on the delivery of Old Girl events, as a key means to engage alumni in a lifelong and rewarding relationship with the College. It also provides administrative support to the OGA, and forms part of the College's wider Community Relations team, connecting with future, current and past families, many of whom are alumni.

The Hours

The hours are full time, year round, and the role requires some evening and weekend work as well as national travel, so the pattern of work can be flexible to suit personal arrangements.

About You

If you have experience in event management and enjoy being at the centre of a large and vibrant community, this could be the role for you. You will have strong organisational and relationship building skills, an interest in people, be solutions-orientated, and a self-starter able to work both autonomously and within a team.

If this sounds like you, we would love to hear from you. To learn more, we invite you to view the position description on our website: <https://stmargarets.school.nz/explore-our-college/meet-our-people/work-at-smc/>.

To apply, please send your CV and application letter by email to Jane Lougher, Director of Community Relations at recruitment@stmargarets.school.nz

Applications close on Monday 29 July 2024 at 4.00pm.