

Coordinator of Programming

Position Summary

The Coordinator of Programming assists with the development, planning, execution and evaluation of a comprehensive events program which offers opportunities for alumni, students, faculty, staff and friends of the University to share Gamecock comradery in educational and celebratory programming. Reporting to the Sr. Director of Business Development & Programming, the coordinator serves as an event planner, career development promoter, programmer and communicator, while also providing excellent support to the Alumni Experience team and the constituents the USC Alumni Association serves.

Accountabilities

Event Planning: Directly oversees the planning and execution of second and third-tier USC Alumni Association events. Manages communications for respective events, including email campaigns, newsletter advertisements and partner outreach, and works with the Digital Media Coordinator on the event's social media plan and website content. Works with the Sr. Director of Business Development & Programming to oversee operating budgets and ensure proper usage of resources and with the AVP of Development & Membership Services on event sponsorship opportunities. Seizes opportunities to develop new experiences for alumni that align with the Association's mission.

Career Development Programming: Oversees the USC Alumni Association's career development efforts, including monthly in-person and virtual events. Serves as the primary contact for the Career Center and Mentorship Hub partnership and holds regular meetings with partners to expand Mentorship Hub platform use. Works with the AVP of Development & Membership Services on career development event sponsorship opportunities and the GA for Student Programming to plan and execute student/alumni networking events.

Signature Event Support: Assists the Sr. Director of Business Development & Programming with the planning and execution of USC Alumni Association signature events, including support with vendor contracts, website, newsletter, email and social media copy. May serve as event lead on some signature programs.

Merchandise Promotion Support: Assists the Sr. Director of Business Development & Programming in incorporating new, innovative ideas into events and event messaging to promote merchandise sales.

Alumni Experience Team Member: Serves as a member of the Alumni Experience team by collaborating with colleagues across disciplines to develop strategies. Serves on committees and attends staff meetings as required. Supports and assumes leadership roles of alumni association events, career development programming and engagement programming as needed. Some travel to association and club events required.

Experience and Qualifications

The Coordinator of Programming will be a motivated, entrepreneurial, innovative and results-driven team member with a passion for the University of South Carolina, its students and alumni. Qualified candidates will bring a proven track record of event planning and demonstrated knowledge of best practices of effective programming. The successful candidate will show a commitment to and enthusiasm for our core values: Find a Way, Get Stuff Done, Show Team Spirit and Create Meaningful Experiences.

Basic Qualifications:

- 1-3 years of event planning experience
- Creative thinker with a passion for creating meaningful experiences for alumni, students and friends of USC
- Extremely detail oriented and organized
- Self-starter with the ability to work autonomously is a must
- Experience in career development programming is preferred
- Experience working with a CRM or related technologies is preferred
- Ability to evaluate and assess programs and find ways to improve them
- Excellent written and verbal communication skills
- Experience in or an aptitude for building relationships with on and off-campus partners
- Displays sound judgment and emotional intelligence
- A sense of accountability for oneself and for others as it relates to meeting commitments
- An unwavering commitment to quality and excellence
- Ability to work some nights and weekends; flexibility is a must
- Some limited travel is required

Education

An undergraduate degree from an accredited institution is required.

Compensation

Salary will be commensurate with experience plus a comprehensive benefits package including health, dental, vision and a 403(b)-retirement plan. Other benefits include 30 days of paid time off, tuition reimbursement at the University of South Carolina and free parking at the Pastides Alumni Center.

How to Apply

Please email your resume and cover letter in PDF format to jobs@uofscalumni.org with "Coordinator of Programming" in the subject line.

We will confirm receipt of your application within a few business days.

We will be accepting applications until a candidate has been selected.

If selected for an interview, you will be contacted by phone and email.

Equal Opportunity Employer

The University of South Carolina Alumni Association is an Equal Opportunity Employer and **Prohibits Discrimination and Harassment of Any Kind.**

- The Association is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment.
- All employment decisions at the Association, including hiring, are based on business needs, job requirements and individual qualifications for the job to be filled, without regard to race, color, gender, religion or belief, family or parental status, sexual orientation, or any other status protected by United States or South Carolina laws or regulations.
- The Association reasonably accommodates qualified individuals with disabilities to enable them to receive equal employment opportunity and/or perform the essential functions of the job unless the accommodation would impose an undue hardship to the Association. This applies to all applicants and employees.
- The Association will not tolerate discrimination or harassment.