

REGIS  **UNIVERSITY**
MASTER OF DEVELOPMENT PRACTICE

Job Title: Development Practice (DP) Alumni Relations Intern

Start Date: October 4, 2021

Job Description: The primary goal of this position is to grow and sustain the Regis MDP Alumni network via various communications, with an emphasis on social media platforms. The secondary goal is to increase the visibility of the Regis MDP program within the development practice sector.

About the Role: The DP Alumni Relations Intern will perform the following duties, as time allows:

- Alumni Tracking and Communications
 - Monthly newsletters featuring student and alumni network, as well as career and networking opportunities and current program happenings
 - Outreach to alumni via email and WhatsApp
 - Alumni engagement on LinkedIn Alumni Group
- Faculty, Student and Alumni Profiles
 - Weekly Spotlights on current careers, partnerships, research, work and reflections on their time with the DP program

About You: The ideal candidate could be a student or alum/na of the MDP or a student or alum/na of a master's degree program in Nonprofit Management or Marketing & Communications, with good organizational and writing skills and high comfort level with social media-based communications

Time Commitment: 6 flexible hours/week from October, 2021-October, 2022

Compensation: \$400/month

To Apply: Submit a cover letter and resume to Program Director Nina Miller (nmiller004@regis.edu) and Program Coordinator Sina Khayat Kholghy (skhayatkholghy@regis.edu) by end of business on September 13th, 2021.

Please note that, for University administrative reasons, this position must be US-based. We are hopeful of being able to extend such opportunities to our entire MDP community in future.