



Alumni Office Summer Program Associate

Job Summary

The Alumni Program Associate will provide administrative and operational support to the Beacon alumni team. Occasionally, the Alumni Program Associate will also assist with the Beacon Academy Summer Session. **The Alumni Summer Program Associate position is only open to Beacon Academy alumni who have completed 10th grade or higher and are in good academic standing.**

Responsibilities

Represent the core values of Beacon Academy in all work performed on behalf of the organization and in all activities related to the lives of students, graduates, their families, and donors by demonstrating an excellent work ethic, personal integrity, confidentiality, professional maturity, and thoughtful ambassadorship.

- Provide day-to-day administrative and clerical support to the Beacon alumni team.
- Help with event coordination for the Senior Dinner, Back to School Shopping, and Alumni Day.
- Assist with social media support and alumni communications, including the alumni newsletter.
- Gather and analyze information about relevant organizations to enhance program operations, identify resources, or discover collaborative opportunities.
- Serve as a role model and resource for incoming students, including modeling positive attitudes towards new experiences and hard work.
- Model identity boxes and participate in model community meetings.
- Chaperone Summer Session field trips.
- Other Summer Session duties as needed.

Work begins with meetings and trainings on July 2, 2026, and the internship will run from July 6 through August 6, 2026. The Alumni Program Associate should expect to work 9 AM - 4 PM on regular Summer Session academic days, Monday through Thursday (Beacon Academy is closed on Fridays in the summer). Work hours will differ slightly on field trip days. Pay for the summer is \$2200 for the Alumni Summer Program Associate.

Core Competencies:

- Strong written and verbal communication skills.
- Organizational skills and attention to detail.
- Proactive attitude with the ability to work both independently and collaboratively.
- Ability to manage multiple tasks and deadlines effectively.
- Experience with event planning or administrative tasks (*helpful but not required*).
- Familiarity with social media platforms (Instagram, Facebook, LinkedIn, etc.) and content creation tools (e.g., Canva, Adobe Spark) (*helpful but not required*).
- Interest in alumni relations, communications, or non-profit work (*helpful but not required*).

Interested candidates should send their resume to Ms. Yu-Phelps, Director of the Academy Year, **no later than Monday, April 6, 2026 at 5:00 PM.**