DUKENEXT PROGRAM COORDINATOR

DukeNEXT is designed to support new alumni as they transition to new cities through a program where we intentionally connect alumni who just graduate with alumni who are 1-10 years out of Duke in an effort to build community and growing the next generation of highly engaged alumni and volunteer leaders. *Note: this program and role is being piloted in a limited number of cities at this time.*

**SPECIFIC DUTIES**

- Match DukeNEXT Ambassadors and new alumni from information supplied via survey
- Serve as liaisons with Regional Board and Affinity Group Chairs to ensure efforts are aligned
- Monitor the success of the connection through emails and outreach
- Coordinate with other regional program coordinators to manage national Facebook site.
- Send out regular updates and events invites
- Encourage DukeNEXT participants to attend regional events by forwarding invites to the group and posting to social media
- Perform other responsibilities assigned by the DAA as needed

**TIME COMMITMENT**

The DukeNEXT Program Coordinator position requires 3-5 hours per month

**TERM LIMIT AND REQUIREMENTS**

This position is appointed by the co-chairs and serves for one year. The appointment can be renewed.

**QUALIFICATIONS**

- Must be willing and able to engage with new alumni
- Must attend regional events and encourage attendance