

**AMERICAN FILM INSTITUTE  
JOB DESCRIPTION**

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**POSITION:** Coordinator, Alumni Affairs  
**DEPARTMENT:** AFI Conservatory  
**LOCATION:** Los Angeles Campus

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**PRINCIPAL RESPONSIBILITIES:**

The Coordinator, Alumni Affairs is responsible for all administrative matters pertaining to the Office of Alumni Affairs, with an emphasis on research and database management with a sensitivity to the issue of accuracy and confidentiality. The Coordinator, Alumni Affairs also functions as the liaison between the Alumni Affairs office and AFI staff with regard to alumni records, research requests, statistics, and other reporting. The Coordinator, Alumni Affairs will also assist with the development and conditional execution of providing Industry Relations services.

**PRINCIPAL DUTIES:**

- Provide all core administrative functions to the Office of Alumni Affairs, which includes basic project management functions.
- Prepare and distribute memoranda, correspondence, reports and other materials to staff and others as directed.
- Order and maintain appropriate office supply inventories.
- Manage the Alumni Affairs office email account and voicemail, prioritizing alumni inquiries.
- Assist with the daily operations of the AFI Alumni Backlot resource.
- Assist in the development of alumni industry relations services
- Develop operations tools such as: alumni database, career services database, industry relations contacts, etc. and recommend useage for specific requests as needed.
- Maintain good relationships with potential industry partners for programming and networking opportunities
- Provide daily, weekly, and seasonal alumni research for the Alumni Connection, Board reports, and festival/award season updates.
- Manage all inquiries for alumni credit sourcing and statistical data reporting.
- Update and maintain filing system of alumni records to ensure a high degree of accuracy and organization, while maintaining strict confidentiality.
- Act as the point person for faculty and staff requests for alumni contact information.
- Collect and distribute relevant alumni news and updates with the Alumni Connection team for monthly newsletter production.
- Provide general support to AFI Conservatory Administration, as needed.
- Perform other duties and responsibilities as assigned.

## **EXPERIENCE/SKILLS REQUIRED:**

- Bachelor's Degree required.
- Minimum three years experience as an Administrative Assistant or Project Manager performing a broad spectrum of core office functions .
- Ability to perform research using a variety of tools and report findings in a organized and detailed manner.
- Experience in an alumni relations office or program strongly preferred.
- Demonstrated knowledge and experience in the film and television community is desired.
- Ability to make cold calls, diligently follow up on requests with potential event or programming partners strongly preferred.
- Possess advanced computer skills and a thorough working knowledge of Microsoft Excel, Word, and PowerPoint for both Mac and PC platforms; experience using database management software or programs highly desirable.
- Exceptionally detail-oriented with the proven ability to handle numerous tasks with appropriate follow-up and reporting activities while not losing sight of the big picture.
- Ability to work independently while being an integral member of a high-functioning team.
- Proven project management skills with the ability to take a project from conception through completion.
- Excellent oral and written communication skills with the ability to convey complex concepts and procedures in simple terms.
- Strong time management, organizational and multi-tasking skills.
- Strong diplomacy skills and consistent professionalism are mandatory; this includes ability to maintain complete confidentiality and discretion.
- Possess a positive and professional attitude with internal and external stakeholders.
- Ability to work calmly under pressure.
- Personal integrity and the ability to inspire confidence and trust.