Alumni Coordinator Application Form for the 2025-2026 Term

Enter your first and last name here

Section ONE – Eligibility

Are you an alumna/us of the FLEX or YES program in [Country]?

Yes / No

Are you available for a mandatory shadowing and training period July 28-August 8, 2025?

Yes / No

Are you able to commit to working [number of hours] in [location] from July 28, 2025, through early August 2026?

Yes / No

Are any of your direct family members (parents, siblings, or grandparents) currently taking part in a program administered by American Councils or are planning on applying for a program administered by American Councils?

Yes / No

Section Two – Applicant Information

Which of the following best describes your anticipated status during the 2025-2026 academic year? – Click here to select an answer

What is your alumni year (the year you returned from the U.S.)? – Click here to select a year

SECTION THREE – APPLICANT QUESTIONS

Why are you interested in being the Alumni Coordinator for your country?

Click here to enter text.

Based on your experience as an alumna/us, what would you say are the strengths and weaknesses of the alumni community? How would you work to build on these strengths and overcome these weaknesses?

Click here to enter text.

As Alumni Coordinator, what would you do to get and keep alumni from across the country (not just the capital or major cities) involved in alumni activities? What about older alumni? Alumni living abroad? What would you do if alumni did not seem to be interested or were not participating in alumni activities?

Click here to enter text.

The Alumni Coordinator position is first and foremost an administrative position. The position requires the person who will be hired to report on activities, manage a budget, maintain an alumni database, and coach and manage a team of volunteers. Secondarily, the Alumni Coordinator organizes events. What do you feel are the benefits of this position for you? What skills and experiences do you have that will help you succeed in such a position?

Click here to enter text.

Can you think of any potential partners that alumni could collaborate with on projects and activities? Please list ideas here, as well as how you might collaborate and why these partnerships would be beneficial. Please also note if you have experience collaborating with any of these partners in the past.

Click here to enter text.

What strategies do you use to manage your time efficiently and ensure that you meet deadlines set for you?

Click here to enter text.

Please describe an activity or project in which you demonstrated your organizational, planning, and leadership skills. Be specific regarding the steps you took.

Click here to enter text.

Please provide the following information for three references:

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| **Name** | **Company** | **Title** | **Relationship** | **Time Known** | **Email address** | **Phone** |
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Please attach a CV/Resume along with your application and return to: American Councils at [jobs@americancouncilstm.org](mailto:jobs@americancouncilstm.org)