



## Alumni Ambassador Job Description

**What is the role of an Alumni Ambassador?** Alumni Ambassadors are representatives of their graduation class who strengthen alumni relations by staying in touch with classmates and relaying news about upcoming events and activities at Edgewood High School.

**Term:** Ambassadors serve for a two-year period. The term automatically renews for an additional two-year period unless an Ambassador provides notice to the Alumni Relations coordinator prior to the end of their term. There can be multiple representatives per class.

### **Responsibilities**

- Communicate quarterly with the EHS Alumni Relations coordinator to update classmate information including home address, email address, primary phone number, name of spouse and children, social media links, and noteworthy life events such as marriages, births, deaths and career accomplishments.
- Share updates from Edgewood High School via email and/or social media. Make every effort to “like” or “share” social media posts initiated by EHS about upcoming activities, special events and other noteworthy happenings.
- Be an active part of the Edgewood community by attending athletic events, performances, liturgies, and key school events as your schedule allows.
- Attend annual “State of the School” address by EHS President in person or via Skype.
- Be a resource to your alumni class regarding reunions and alumni gatherings.

### **What are we looking for in an Alumni Ambassador?**

Ambassadors should have great communication and organizational skills, an active social media presence, a positive emotional connection towards Edgewood High School and a willingness to follow through with the above responsibilities.

Ambassadors recognize that for privacy reasons, information obtained from classmates shall be kept confidential and not used for personal or business gain.

**Contact:** Chip MacKenzie '85  
EHS VP of Institutional  
Advancement  
chip.mackenzie@edgewoodhs.org

(608) 257-1023 x133