

# Alumni Program Associate

## JOB DESCRIPTION

### **Position Summary:**

Teach for the Philippines' Alumni Program Team supports the organization's goal of advancing systemic reform and creating strategic linkages in the Philippine education landscape, particularly in the four areas of curriculum, teacher training, school leadership, and resources. We work to achieve this goal by developing and nurturing a purpose-driven, impactful, and values-aligned Alumni network, ensuring their continued commitment and contribution to education reform. The Alumni Program Associate is responsible for implementing the Alumni Program Team's strategies, programs, and activities for graduating participants and TFP Alumni.

**How does the job fit within the organization?** The Alumni Program Associate is a member of the Alumni Program Team. They are expected to work in collaboration with their team and with other functions in the organization to ensure that Alumni Program activities are planned and implemented effectively and efficiently. As a non-profit organization, our resources are limited and our manpower is lean. The Alumni Program Associate provides critical support to the Alumni Program Team to ensure that work is delivered with the highest quality while using minimal resources.

**Why is the job important?** In order to achieve our vision, we need our Alumni to commit to their role of impacting policies, programs, and research affecting education reform. TFP Alumni's experience from the Fellowship Program and Public School Teachers Pathway-Punong Guro Program places them in a unique position to influence systemic change. A successful Alumni Program Associate ensures that all Alumni Program activities are effectively planned and implemented, so that graduating participants are motivated and equipped to contribute to education reform beyond their two-year program, and that TFP Alumni stay committed to and engaged with the mission regardless of their chosen fields. Without an effective Alumni Program Associate, our Alumni network will be underutilized and underserved, and our goal of advancing systemic education reform will not be achieved.

**What position does this job report to?** This role reports directly to the Alumni Program Director, but to a certain extent will also be required to work cross-functionally inside and outside the organization. In the absence of a Director, the role will report to the Chief Program Officer (CPO).

**What is the span of control of the role?** At Teach for the Philippines, people are hired for their unique strengths and, given the right context, are trusted to lead. Associates are expected to think critically and independently, make informed decisions, and take full ownership of their

responsibilities. This includes delivering **complete staff work** i.e. providing their managers with thoroughly analyzed, well-reasoned recommendations and implementation plans that require only approval or refinement, not rework.

While Associates operate within the goals and structure of their team and the organization, they are also given the freedom to shape how their work is done and are expected to communicate proactively. The span of control for this role typically involves managing one's own portfolio of tasks, projects, or relationships, with accountability for outputs that contribute directly to team and organizational outcomes. Depending on the assignment, Associates may also coordinate with peers, consultants, or project-based staff, but they do not directly supervise full-time team members.

**What does success look like for this role?** At a basic level, an effective Alumni Program Associate can independently and excellently deliver end-to-end projects on behalf of the Alumni Program Team. These will include:

- Successful implementation of Alumni Pathways activities, in collaboration with the Fellowship Program and Public School Teachers Pathway-Punong Guro Program Teams, measured by Fellows' and Teacher Leaders' end-of-program reflections and evaluations in alignment with Alumni Program goals;
- Successful implementation of Ambassadors Program activities, in collaboration with the Ambassadors Program Manager, measured by annual % of Fellowship cohort that applies to and completes the Ambassadors Program; and
- Successful implementation of Alumni Engagement activities, in collaboration with the Alumni Program and Senior Leadership Teams, measured by % of engaged Alumni.

**What are the main challenges facing this role?** TFP has built a network of active and engaged Alumni since 2015, with an additional cohort of ~50 individuals added each year. The Alumni Program Team is responsible for knowing, supporting, and engaging these individuals on behalf of the organization. With a limited staff team, ambitious program goals, and overlapping program activities, the Alumni Program Associate will need to be consistently on top of the following:

- Ensuring efficient use and management of project budgets, resources, and manpower according to the set policies and internal controls of the organization;
- Organizing and executing simultaneous activities and projects under the Alumni Program;
- Communicating and working with various stakeholders internally (TFP Staff) and externally (Alumni, TFP partners, and champions) towards a common goal; and
- Coordinating with external parties like institutional training partners who will provide services to effectively carry out the Alumni Program.

RESPONSIBILITIES	QUALIFICATIONS
<p><b><u>Alumni Preparation and Onboarding</u></b>  <i>Support graduating Fellows and Teacher Leaders as they transition into becoming TFP Alumni.</i></p> <ul style="list-style-type: none"> <li>• Carry out Alumni Program activities as instructed, including administering surveys to determine graduating Fellows' interest in the Ambassadors Program.</li> <li>• Implement mentorship connections between selected Alumni and graduating Fellows, following program guidelines.</li> <li>• Organize and deliver guide sessions to equip Fellows with knowledge, skills, and mindsets for their Alumni journey.</li> <li>• Provide logistical and administrative support for Alumni preparation and onboarding activities as directed.</li> </ul> <p><b><u>Alumni Engagement and Ambassadors Program Support</u></b>  <i>Maintain active engagement with Alumni and support the Ambassadors Program.</i></p> <ul style="list-style-type: none"> <li>• Execute Alumni Engagement activities such as updating the Alumni Database, tracking engagement initiatives, and preparing official communications, as directed.</li> <li>• Implement Ambassadors Program activities in collaboration with the Ambassadors Program Manager, ensuring that tasks are carried out as assigned.</li> <li>• Deliver logistical, administrative, and technical support for Alumni events and activities planned by the Alumni Program Team and approved by senior leadership.</li> </ul>	<p><b><u>Role Requirements:</u></b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree required</li> <li>• Experience planning and implementing projects to reach or exceed ambitious goals required</li> <li>• Proven ability to work well with diverse roles and personalities</li> <li>• Proven ability to develop and leverage relationships toward achievement of concrete goals</li> <li>• Experience tracking a budget is a plus</li> <li>• Willing to travel and work some weekends</li> <li>• Commitment to the mission of Teach for the Philippines</li> <li>• Alignment to the Core Values of Teach for the Philippines</li> </ul> <p><b><u>Skill Competencies:</u></b></p> <ul style="list-style-type: none"> <li>• Fluency in English</li> <li>• Outstanding interpersonal and communication skills – communicating up, down, laterally, and externally</li> <li>• Excellent attention-to-detail</li> <li>• Excellent organizational skills</li> <li>• Strong written skills</li> <li>• Strong problem-solving and critical thinking skills</li> <li>• Ability to manage multiple projects concurrently and independently</li> <li>• Strong technological skills (including knowledge of Microsoft Office and Google Docs)</li> <li>• Highly collaborative</li> <li>• Able to deliver results on deadline</li> <li>• Independent, results-oriented, proactive, and self-managing</li> </ul>

### **Program Implementation and Operations**

#### **Support**

*Ensure smooth operations of the Alumni Program and coordination with partners.*

- Coordinate with Alumni Program partners to support projects and activities, following instructions from the Alumni Program Director.
- Collaborate with other staff teams to carry out joint initiatives and shared goals, as assigned.
- Provide ongoing operational and administrative support to the Alumni Program Team and Senior Leadership in the implementation of program priorities.
- Maintain positive connection and rapport with the Alumni network to help achieve program goals
- Complete additional program-related tasks as assigned by the Alumni Program Director or CPO.

**Expectations:** Success at Teach for the Philippines requires a willingness to work beyond the job description laid out above. This means that the Alumni Program Associate may be called to contribute to cross-functional projects, participate in organizational events, assist in recruitment efforts, and support other initiatives as needed. The Alumni Program Associate is expected to follow and adhere to all policies and regulations outlined in the Employee Handbook.

**Working Conditions:** Hybrid set-up with 2-3 times a week in-person reporting. Regular work hours are from 8:00 AM to 5:00 PM from Mondays to Fridays (may include some holidays and weekends) or as agreed with the Direct Supervisor. Adjustments to start and end times are handled on a case-to-case basis.