



SOS-HERMANN GMEINER INTERNATIONAL COLLEGE – TEMA

JOB TITLE – ALUMNI AND COMMUNITY ENGAGEMENT OFFICER

ROLE OVERVIEW

The Alumni and Community Engagement Officer is responsible for fostering strong relationships with our alumni and the broader school community. The role ensures effective communication across stakeholders—students, staff, parents, and alumni—and manages the school’s digital presence, including social media. This position plays a vital role in promoting school events, maintaining alumni connections, and supporting the school’s communication and marketing efforts.

RESPONSIBILITIES

A. Alumni Relations Engagement

1. Maintaining a comprehensive alumni database and conducting annual updates through outreach and any other initiatives.
2. Fostering strong alumni relationships through regular communications, newsletters, and event invitations.
3. Developing and managing the alumni section of the website and social media channels to ensure vibrant, interactive engagement.
4. Planning and executing alumni events such as reunions, and networking sessions.

B. Community Engagement

1. Ensuring clear, timely, and consistent communication with internal and external stakeholders—including staff, students, parents, alumni and any other stakeholder.
2. Supporting the development of speeches, letters, and presentations on behalf of the SLT.
3. Managing and updating the school’s social media platforms as well as maintaining a cohesive online presence.

4. Working with the Multimedia team to publish engaging content, promote events, and highlight school achievements.
5. Monitoring and reporting on digital engagement metrics; using insights to refine content and improve outreach.
6. Supporting the development of marketing materials including brochures, newsletters, and promotional content.
7. Assisting in coordinating photography and visual content for school events and publications.
8. Providing support, in terms of student coordination, design/printing of creatives etc., at major school events such as Graduation, Band concert etc.

COMPETENCIES

The successful candidate should possess the following:

1. Minimum of first Degree preferably in Business Administration, Marketing, Event Management etc. from a recognized University.
2. At least, three (3) years of relevant working experience.
3. Excellent written, interpersonal and communication skills
4. Sound organizational and time management skills with an ability to manage and prioritize several tasks concurrently
5. High level of attention to detail
6. Experience planning and delivering social media communications

REPORTING

The successful candidate will be line managed by the Vice Principal 2

HOW TO APPLY

Please submit an application letter and a recent CV bearing your contact details to applications@soshgic.edu.gh. The subject should be titled Alumni and Community Engagement Officer. Due to constraints, only shortlisted applicants will be contacted.