



Job Title: Alumni Engagement & Scholarship Coordinator
Reports To: Executive Director
FLSA Status: Full-Time, Non-Exempt
Location: Hybrid — 4 days onsite at the Lynwood Alumni Center and 1 day remote
Supervises Others: No

About the Lynwood Alumni Center

Launched in 2024, the Lynwood Alumni Center—located between the Lynwood Unified School District (LUSD) Office and the Pathway Independent Student Building—is a hub for students and alumni to connect, grow, and thrive. Operated by the Lynwood Partners Educational Foundation (LPEF), the Center offers scholarship support, career and college workshops, mentorship, networking, and community events. Its mission is to expand alumni engagement, secure sustainable funding, and grow programming that strengthens student success.

LPEF is a 501(c)(3) nonprofit dedicated to ensuring all LUSD students graduate college- and career-ready. Since 2015, LPEF has raised over \$1.5 million to support scholarships, teacher and school grants, arts education, STEM programs, the LUSD Food Pantry, and wellness initiatives.

Job Summary

The Alumni Engagement & Scholarship Coordinator will manage the Lynwood College Pledge Scholarship Program, the College Emergency Grant Program, and alumni engagement activities while also supporting events, communications, and fundraising. This role blends program coordination with creative content development and community building.

Essential Duties & Responsibilities

- Scholarships & Grants: Administer scholarships and the College Emergency Grant Program; manage applications, selection, and awards; maintain databases and communications.
- Alumni Engagement: Build alumni connections through events, mentorship, networking, and outreach; manage the alumni database and track engagement.
- Communications & Media: Create and coordinate digital and print content to promote events and programs — including social media, e-newsletters, advertisements, flyers, and videos.
- Events & Fundraising: Support planning and execution of alumni and scholarship events including the Lynwood Alumni Awards Gala; assist with donor engagement, sponsorships, and recognition.
- Data & Reporting: Track program metrics, produce reports, and provide insights to strengthen alumni and scholarship initiatives.

Knowledge Skills, Abilities

- Strong written, verbal, and interpersonal communication.
- Excellent organizational and project management skills.
- Ability to build relationships with diverse stakeholders.
- Proficiency in Microsoft 365, Google Workspace, and social media platforms.

- Proficiency in graphic design and digital content creation (Canva, CapCut, Adobe Suite) preferred.
- Bilingual Spanish/English preferred.

Education/Experience

- Associate or Bachelor's degree or equivalent professional experience.
- 2–3 years in nonprofit, education, alumni relations, communications, or program coordination.
- Experience with scholarships, alumni engagement, or donor relations strongly preferred.

Certificates, Licenses, Registrations

- A current California Driver's License and current automobile insurance coverage.

Work Environment

This position will work with the Executive Director in a hybrid mix of remote and in-person meetings, workdays, activities, events, and day-to-day operations, with the main office operating in Lynwood, CA.

The Lynwood Partners Educational Foundation is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. The Lynwood Partners Educational Foundation makes hiring decisions based solely on qualifications, merit, and business needs.

Comprehensive Benefits

A full-time salaried 40-hour work week with some weekend or evening hours as needed. The hourly pay range is \$23.00 – \$28.85/hour (≈ \$47,840 – \$60,000 annually) depending on experience. Benefits include a monthly health stipend (\$350 for medical, vision and dental provided), retirement savings through CalSavers (employee-funded, facilitated by employer), 24 paid vacation days per year, 14 paid Holidays per year, and this position will accrue 12 paid sick days per year. We offer appropriate professional development opportunities as they occur.

Physical and Mental Requirements

This role involves a combination of office and event work, with the ability to remain seated for extended periods and occasionally lift items weighing up to 25 pounds. The position also requires focus, clear communication, and the ability to complete tasks in a timely manner in fast-paced settings.

To Apply

Interested candidates will email an attached cover letter with a resume and three professional references, with the subject line "LPEF Coordinator," to info@lynwoodeducationalfoundation.org. All submissions will be reviewed in the order they are received, and qualified candidates will be contacted to begin the two-step interview process. Deadline to apply is November 7, 2025. For questions, please contact 310.985.9713 or info@lynwoodeducationalfoundation.org