



Class Correspondent

Working directly with the Alumni Relations Manager, the Class Correspondent(s) serves as a key connector between their graduating class, Decade Leads and the Alumni Association.

This volunteer role helps strengthen connections among classmates, keeping alumni informed about news and events at McQuaid Jesuit, and supports the school's efforts to maintain an engaged community of alumni.

Key Responsibilities:

- Work closely with the Alumni Relations Manager to gather and share class news, updates, and milestones
- Maintain and update contact information for classmates to help keep the alumni database current
- Assist Alumni Association with the promotion and engagement of alumni events, reunions, and initiatives through personal outreach, social media, or class communications
- Collaborate with the Alumni Relations Manager, the Advancement Team, and other class correspondents to foster a strong sense of community.

Ideal Qualities & Time Commitment

- Available for quarterly check-ins (either by phone, email or in person) with the Alumni Relations Manager with additional involvement during class reunions, Alumni Weekend and other alumni events
- Enthusiastic about maintaining connections and fostering school spirit.
- Comfortable with email, social media, and digital communication tools.

Please contact Henry Trost, '20 to learn more information.

Henry Trost, '20
Alumni Relations Manager
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