



College of Saint Benedict and Saint John's University
CSB Alumnae Relations and SJU Alumnai Relations

Position Title: Events Coordinator, YAC

Primary Staff Contact: CSB: Amy Worobel-Anderson, aworobel@csbsju.edu SJU: Cody Lynch, clynch001@csbsju.edu

Purpose of Position: working in a team of 2 to 3 members, coordinate events and collaborate with wider Young alumnae/i Committee to engage CSB/SJU alums 0-10 years out in order to enhance their relationship with the college.

Responsibilities:

- Plan and attend 3-4 Young Alumnae/i Events throughout the year with intention to promote CSB/SJU.
- Manage events calendar and communicate updates for the year to cochair, YAC, and CSB and SJU staff support.
- Work with the YAC to execute the vision and logistics for each event.
- Collaborate with marketing volunteers and CSB/SJU staff to create strategic marketing for events.
- Working with Staff liaisons, secure venues, speakers, entertainment, audio visual, and decorations as needed.
- Assist with organizing and managing vendors, budget, and volunteers.
- Help with the close out of events (e.g. assisting with vendor invoices, debriefing with YAC team members, and brainstorming ways to enhance and improve events).
- Participate in quarterly YAC meetings and calls with cochair and CSB and SJU staff related to event.

Qualifications:

- Must be an undergraduate alum of College of Saint Benedict or Saint John's University. Once a member has celebrated her/his 10th Reunion, she/he will no longer be eligible to serve on the Young Alum Committee.
- Proven background as an excellent communicator and collaborative worker.
- Excellent organizational skills and attention to detail.
- Ability to multitask and prioritize assignments.
- Passion and commitment to support the mission, vision and goals of College of Saint Benedict and Saint John's University and their alums.
- Ability to collaborate with fellow Young Alum Committee members and work as a team player.
- Ability to travel for occasional events (3-4 times per year) and attend all YAC Quarterly Meetings (4 per year).
- Willingness to submit a monthly report of volunteer activities.

Training Requirements:

- Attend the Young Alum Committee orientation session with fellow Young Alum Committee members during the summer-approximately 5 hours in length.
- Attend meetings and events within the Minneapolis/St. Paul and surrounding area.
- 1-hour orientation video chat.

Time Commitment:

- 1 hour per week for related work. Time leading up to REDTalks will require 3 or more hours based on event progress.
- 3-4 yearly events where volunteers are needed with 3-4-hour time commitments.
- Quarterly in-person meetings in the Twin Cities with the Young Alum Committee.
- Periodic check-ins with Staff Liaisons and YAC Co-Chairs via emails and phone calls.

Benefits:

- Gain valuable work experience in order to develop and refine professional skills.
- Positive contribution to CSB/SJU and community.
- Portfolio of work built over the course of volunteer term.
- Expanded professional network and collaborative work with CSB and SJU Alum Board volunteers.
- Free access to Young Alum Community events.

CSB/SJU Expectations:

- Be respectful of students' level of engagement and comfort in a networking environment.
- Act as a role model- contributing time, talent, and make a financial gift for the well-being and success of CSB/SJU.
- Act as ambassadors of CSB/SJU in your respective communities, promoting CSB/SJU as opportunities arise.
- Participate fully in the execution of your volunteer assignment by communicating effectively to fellow Young Alum Committee members and individuals within the CSB/SJU community.
- Be reliable and able to meet deadlines of various tasks assigned.
- Maintain confidentiality as certain pieces of information shared should not be disclosed to others outside of the Young Alum Committee.

I have read and understand the details for this position description. I understand by signing below that I agree to the terms of this position outlined above.

Name (print): _____

Signature: _____ Date: _____

Supervising Staff Signature: _____ Date: _____