Young Alum Committee
College of Saint Benedict/Saint John's University

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

Position Title: REDTalks Speaker Coordinator, YAC

Primary Staff Contact: CSB: Amy Anderson, aanderson005@csbsju.edu SJU: Jean Dempsey, jdempsey002@csbsju.edu

Purpose of Position: Will serve on the REDTalks Team in an effort to manage the process of selection, coaching and supporting speakers leading up to the event.

Responsibilities:
- Track and organize list of REDTalks nominated speakers.
- Facilitate all communication with nominees and final selected speakers including a confirmation of interest, notification of selection meeting results, training materials, and updates on day of event logistics.
- Formulate and lead YAC Speaker selection meeting and ensure that speakers receive all necessary materials.
- Gather all items requested from selected speakers including their bios, headshots, outlines, and PowerPoints.
- Create and execute speaker training day.
- Communicate all relevant updates to REDTalks General Manager, YAC co-chairs and Staff Liaisons to include them on the decision-making process.

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.
- Strong communication skills as the position involves connecting and coordinating with various groups of people.
- Event/project planning, community organizing, and public relations skills are helpful.
- 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:
- 1-2 hours 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: _____