



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

POSITION TITLE	Events Coordinator III	
PRIMARY STAFF	Amy Worobel-Anderson Assistant Director of Alumnae Relations College of Saint Benedict	Jean Dempsey Alumni Relations Officer Saint John's University
CO-CHAIRS	Jill Kraemer '13	Joe Mahowald '17

PURPOSE OF POSITION Young Alum Committee members aim to cultivate, increase and strengthen the engagement of young alumni (0-10 years out from graduation) with College of Saint Benedict & Saint John's University and each other as demonstrated by involvement, volunteerism and philanthropy.

Specifically, the Events Coordinator will work to 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 co-chairs, 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 co-chairs and CSB and SJU staff related to event.

QUALIFICATIONS

- Must be an undergraduate alum of the 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 the 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.

TIME COMMITMENT

- Two-year commitment to serve on the Young Alum Committee.
- 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 the surrounding area.
- 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.

YOUNG ALUM COMMITTEE EXPECTATIONS

- Be respectful of students' level of engagement and comfort in a networking environment.
- Provide financial support to your respective alma mater to the extent that you are financially able to do so.
- Act as role models for all alums, contributing time, talent and treasure for the well-being and success of CSB and SJU.
- Act as ambassadors of CSB and SJU in your respective communities, promoting the institutions and alum resources 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.