

Out of MN Coordinator

Position Title:

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

Purpose of Position:

As an Out of Minnesota Coordinator on the Young Alum Committee, you will be responsible for connecting young (0-10 years out of CSB/SJU) Bennies and Johnnies nationally and internationally. We hope to engage and communicate to Bennies and Johnnies outside of Minnesota and make them feel included and part of our young alumni community.

Responsibilities:

- Promote YAC related programming through email, Facebook, Twitter, and Instagram.
- Virtually assist other Young Alum Committee volunteers in promoting YAC events, workshops, forums, etc. to the Young Alumni Community.
- Pitch and implement new ideas to create online engagement with the YAC as well as Saint Ben's and Saint John's.
- As a new position, you will be flexibly working with the Young Alum Committee to determine the best way we can serve our out-of-MN young alumni.

Qualifications:

- Ability to write clearly, accurately, and succinctly.
- Must have an interest in supporting CSB/SJU, their current students, and the Young Alumni Community.
- Must be willing to follow institutional style guides and cooperate with content expectations on behalf of the University.
- Willingness to submit a monthly report or attend a 30-minute virtual meeting summarizing your volunteer activities that month.
- Proven background as an excellent communicator and collaborative worker.
- Be living outside of Minnesota, nationally or internationally.

Training Requirements:

- 1-hour orientation video chat
- Virtually attend yearly kick-off (September)

Time Commitment:

- Quarterly virtual (in-person for the rest of the team) meetings with the Young Alum Committee
- Periodic check-ins with YAC co-chairs
- Possibility of planning and/or hosting an in-person or virtual event in your city/state/country

Benefits:

- Positive connection to CSB and SJU
- Portfolio of work built over the course of volunteer term
- Expanded professional network and collaborative work CSB and SJU Alum Board volunteers
- Free access to YAC events
- Be a part of creating an increasingly inclusive environment in the CSB/SJU young alumni community

CSB/SJU Expectations:

- Be respectful of students' level of engagement and comfort in a networking environment.
- Act as role models- contributing time, talent, and treasure 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

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: _____

Date