

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

Position Title: Personal and Professional Development event Coordinator, YAC

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

Purpose of the Position: Work with one or more team members to provide and coordinate opportunities to support personal and professional development for the Young Alum Community as well as enhance their relationship to the colleges.

Responsibilities:

- Attend 3-4 young alumnae/i events throughout the year with intention to promote CSB/SJU.
- Assist in developing programming focused on personal and professional development that can be shared over a variety of mediums (in-person talks, podcasts, webinars, video recordings, etc). This includes the planning and executing of two signature in-person twin cities events and two signature virtual events:
 - Hops, Headshots and Handshakes (held in the fall)
 - Benedictine day of service (held in the spring)
 - YAC 101 Virtual series – a life skills webinar that features alums who are experts in fields like finance, homebuying, professional development etc. (one held in the fall, and one held in the spring)
- Manage events calendar and communicate updates for the year to cochairs, 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.
- 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).
- Collaborate with CSB/SJU staff to coordinate Young Alum Community participation in other existing CSB/SJU programs and events (InterAction, Career XPO, Bennie Mentorship Program, MN Private Colleges Job, and Internship Fair Luncheon, etc.). Plan to participate in at least one additional program/event.
- Partner with the CSB/SJU alum boards to create more opportunities for engagement with alum of all ages.

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.
- Ability to organize and coordinate a strategic annual engagement strategy on how to connect young alum with personal and professional development related speakers, trainings, and events.

- Willingness to connect alums and other groups to resources, opportunities, and people in a mutually beneficial relationship.
- Proven background as an excellent communicator and collaborative worker.
- 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 (4-5 times per year) and attend all YAC Quarterly Meetings (4 per year, two in-person and two virtual).
- 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 a weekend day during the summer-approximately 4 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 special events may require some additional hours.
- 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:

- 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: _____