

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

**Position Title:** REDTalks General Manager, YAC

**Primary Staff Contact:** CSB: Amy Anderson, [aanderson005@csbsju.edu](mailto:aanderson005@csbsju.edu) SJU: Jean Dempsey, [jdempsey002@csbsju.edu](mailto:jdempsey002@csbsju.edu)

**Purpose of Position:** The Redtalks general manager will plan, direct and coordinate various efforts of the event and oversee the Redtalks Sub-Committee members.

**Responsibilities:**

- Arrange the REDTalks timeline of events and significant meetings.
- Track all expenses and manage event budget spreadsheet.
- Facilitate and reserve all venue and catering logistics.
- Attend all key meetings including, selection meeting, venue walkthroughs and the day of event.
- Communicate all relevant updates to marketing coordinators, YAC co-chairs, and Staff Liaisons to include them on the decision-making process.
- Attend at least 2 other events planned by the YAC.

**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.
- Willingness to submit a monthly report of progress regarding coordination of sponsors and volunteers for REDTalks.
- 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 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:**

- 1-2 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:**

- 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: \_\_\_\_\_