Community Engagement Coordinator

**Department/Agency:**

Institute for Women's Leadership

**Length of the Position:** Preferred Full Academic Year, 10 –12 hour work award Preferred

**Description of the Position:**

The primary purpose of this position is to create events and initiatives for the student body, especially first and second year students, on various topics related to women and women’s leadership. The Community Engagement Coordinator will design and execute programs related to women’s development and leadership. The position requires the ability to: work effectively as an individual and team member; to think creatively; and to reach and cater to a broad range of students. In addition, the Community Engagement Coordinator will be expected to perform basic office duties and assist visitors to the Institute.

This is a great leadership opportunity for a student interested in women’s development and leadership. The Community Engagement Coordinator will learn about issues that are prevalent to women from a variety of backgrounds and disciplines; will develop the skill to plan and execute various types of programs; and will enhance their ability to work more effectively in a team.

The overarching goal of the Community Engagement Coordinator is to bolster the role of the IWL at the College of Saint Benedict in order to increase knowledge and involvement of the IWL with all St. Ben’s Students

**Duties and Responsibilities:**

* Design, complete, and evaluate programs and events, working both independently and collaboratively
* Update and analyze social media while collaborating with PR Coordinator to effectively connect with students
* Create broad initiatives that focus on engaging a diverse range of St. Ben’s Students
* Communicate with various departments, clubs, and organizations in a timely manner about initiatives within the Institute
* Lead during programs through giving direction, introductions, and providing attendees with relevant information
* Gather information on various topics related to women’s development and leadership
* Attend regular staff and advisory board meetings
* Special projects determined by Student Director

**Minimum Qualifications to Perform the Duties of the Position:**

* Strong knowledge about CSB/SJU campuses, departments, operations, and student life
* Excellent organizational and time management skills
* Ability to take initiative
* Experience in leadership of people and projects
* Strong written and verbal communication skills
* Creativity and adaptability within outreach
* Ability to work both individually and as a team member
* Background in gender studies and/or an interest in learning more about the implications of gender on women’s leadership Bottom of Form

**Contact Person:**

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**To Apply:**

<https://www.csbsju.edu/forms/D9HST99EJ7>

We will be accepting applications for these positions until March 6th.