

College of Saint Benedict and Saint John's University

CSB Alumnae Relations and SJU Alumni Relations

POSITION TITLE: Podcast Script Development Coordinator

PRIMARY STAFF: Amy Anderson CSB Assistant Director of Alumnae Relations and Jean Dempsey SJU Alumni Relations Officer

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 Podcast Script Development Coordinator will assist with developing scripts for the "So What's Next?" podcast in order to create a new avenue of communication between members of the CSB/SJU young alum community that harnesses the relevancy of the current economy, the alumni network and enhance their relationship to the colleges.

#### RESPONSIBILITIES

- Assist in developing a script and show flow for the podcasts monthly episodes based on relevant topics and speakers' area of expertise.
- Help conceive story ideas and develop a narrative structure for stories
- Communicate regularly and in a timely manner with creative team
- Contribute fresh compelling ideas
- Collaborate with creative team to plan the arc of podcast seasons
- Deadlines for script development coincide with upcoming podcast interviews, and developers usually have 1-3 weeks to create a script before sending it over to the producer and host for editing.
- 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. 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.
- 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.

**VOLUNTEER AGREEMENT**

I, \_\_\_\_\_, understand that by signing this document, I agree to, in good faith, fulfill the

responsibilities and time commitment set forth in this volunteer position description. I support the mission, vision

and goals of CSB, SJU and the YAC, and I will be an ambassador for young alums and my alma mater. I agree to serve

a two-year term as a pillar co-coordinator from \_\_\_\_\_ to \_\_\_\_\_. If extenuating circumstances arise that

prevent me from completing my term, I will notify the YAC co-chairs and CSB/SJU staff liaisons in writing as soon as

possible.

\_\_\_\_\_

Volunteer signature Date

\_\_\_\_\_

Co-Chair signature Date Co-Chair signature Date

\_\_\_\_\_

Staff signature Date Staff signature Date