



Global Minnesota®

Connect. Inform. Engage.

Special Event Volunteer

About Global Minnesota: Global Minnesota is the state's premier nonprofit organization for advancing international understanding and engagement. With over 450 activities each year, volunteer support is critical to helping our small staff drive this mission forward as we look to reach tens of thousands of people in the coming year. From World Affairs Events and Professional Exchanges to K-12 Education and grassroots Discussion Groups, there are numerous ways to lend your time and skills to support Global Minnesota.

Title: Special Event Volunteer

Team: World Affairs Events

Location: Various event venues in the Twin Cities metro area

Purpose: Our World Affairs and International Student teams hosted over 80 events last year with over 6,000 participants across Minnesota to engage Minnesotans with the world. Our team works with multiple corporate partners, universities, and event spaces in the metro area to host large and small events. From the popular U.S. Foreign Policy Update with hundreds of guests, to small gatherings with foreign dignitaries, Global Minnesota events are a central pillar of our program and mission.

Key Responsibilities: Our team is seeking additional event support for in-person public and student focused events. Tasks can be adjusted to address volunteer's preferences.

- Assisting with event registration, including welcoming guests, checking attendance lists, handing out name tags, and distributing information materials
- Supporting event set-up and take-down, such as setting out event information and helping staff pack up event materials, equipment, and signage
- Helping staff during events with miscellaneous tasks as needed, helping take question cards, assisting with wireless microphones during Q+A sessions, etc.
- Coordinating games and icebreaker activities for student sessions and events

Skills & Qualifications:

- An interest in our World Affairs events and international affairs
- Attention to detail
- Excellent interpersonal skills and customer service
- Ability to commute to various venues around the Twin Cities

Additional Considerations: This position may require periods of standing for up to 2 hours.

Time Commitment: Flexible and event dependent. Approximately 2-6 hours per month.

Age Requirement: 18+

Dress Code: Business Casual to Business Formal (event depending)

Support Provided: Any needed training will be provided. All volunteers will be asked to read, sign, and comply with the organization's values, policies, and procedures.

Benefits: Volunteers will contribute directly to Global Minnesota's ability to connect with the community and fulfill our mission of advancing international understanding and engagement. Volunteers will receive free admission to events they are working. They will meet staff, Global Minnesota members, and other volunteers in a fun and welcoming environment while increasing global knowledge, all for a great cause.

More about Global Minnesota: www.globalminnesota.org.