

World Affairs Events Coordinator

Position Summary

This position proactively coordinates the World Affairs Program, encompassing a wide variety of events with diverse audiences, all of which aim to inform about global issues and cultures. The events range from regular free programs at the Minneapolis Library to multi-day foreign Ambassador visits, to conferences for 250 and small private dinners. The coordinator will work closely with the program director, president, fundraising staff and others on concepts and speakers for events, then is responsible for execution and follow up, providing excellent service to Global Minnesota customers, both internal and external, and supporting Global Minnesota's commitment to the highest level of program implementation. This role supports events across the organization from a high school WorldQuest competition to fundraising or corporate engagement events. The World Affairs Coordinator works closely with the Marketing Manager on targeted audience building and event promotion. The World Affairs Coordinator will handle all event registration for the organization and works closely with the Database Manager on processes.

Organization Summary: Global Minnesota is a nonprofit, nonpartisan, member-supported organization advancing international understanding and engagement. With a staff of 16 and a \$1.6 million budget, Global Minnesota is proud to be celebrating nearly 75 years of connecting Minnesotans to the world and the world to Minnesota. Currently, staff work hybrid schedules of at least 2 days/week in the office. Additional office days may be added in the future. For more, visit our website at: www.globalminnesota.org.

Nationally, Global Minnesota is a leading member of the World Affairs Councils of America; a member of Global Ties U.S., the nonprofit partner of the U.S. State Department's International Visitor Leadership Program; and an affiliate of the Foreign Policy Association.

Environment: Global Minnesota staff work in a fast-paced, dynamic digital and in-person environment and need to be efficient, flexible, professional, dependable problem solvers, who can work well independently and as part of a team. Self-starters with well-developed communication and interpersonal skills and an interest in meeting and working effectively with multiple constituencies are especially effective. The workplace is an open and active setting and staff need to be able to accomplish their work in this type of environment. Headphones are welcome.

Reports to: Program Director

Position Responsibilities

- Works closely with management, the fundraising team and other staff to identify fresh, interesting, and relevant program ideas that engage our community, fulfill our mission, and support strategic organizational objectives.
- Once concepts are developed, implements all aspects of the World Affairs Program, including: pre-event content, event scheduling, speaker/moderator arrangements, venue planning, food/beverage order and service, scripts, onsite logistics, A/V, materials, registration, nametags, onsite staffing (staff or volunteer), needed post-event follow up that may include letters, data, accounting, or other.
- Organizes staff roles and responsibilities, including volunteers, to ensure execution of complex event logistics.
- In conjunction with the Program Director, coordinates an event metric detailing the types of expected programs, attendance, budget and audiences for the upcoming year. Measures events against metrics and maintains statistics.
- Supports the Program Director in managing itineraries for visiting diplomats.
- Works with Technology Manager to record and livestream events from a variety of venues. Regularly assesses programs for the ability to record and share program content on a consistent schedule.
- Working with the Program Director, manages the budget for the World Affairs Program and related events, within organizational parameters and regularly monitors expenses, billing, reimbursement, etc.
- Manages the organizational events calendar and keeps staff apprised of possible changes.
- Implements audience surveys for feedback, recommends improvements for future events and procedures, working collaboratively with the program director to evaluate current programs.
- Assists with the annual gala or other fundraisers as needed, working closely with the fundraising officer.
- Assists with events across the organization as requested by management, including training on processes such as the use of the database, nametag pulls, etc., or advising on catering orders, venues, etc.

- Serves as the key resource for maintaining the integrity of event registration within the organizational database including information on event attendance and processes to ensure consistency. Serves as a key resource for managing the processes associated with onsite payments, event accounting processes and website registrations. Reviews relevant contract language for venues and vendors. Adds registration to the website and database in a timely manner.
- Coordinates the development and implementation of WorldQuest games for various audiences.
- Seeks out new venues and ideas for programs to engage diverse audiences. Builds relationships with vendors and partner organizations. Represents Global Minnesota at events, including co-sponsored events as requested. Develops additional content for co-sponsored events and tabling opportunities to ensure efficient promotion of the organization.
- Leads the effort to revitalize Global Minnesota's programs for young professionals, which may include implementing and managing an advisory committee.
- Provides information for event marketing, including writing content for e-news, newsletters, promotional materials as needed; posting drafts and offering ideas for social media; in collaboration with marketing, prepares event materials such as programs, power points, invitations and flyers for final review by management team; works on outreach to build targeted audiences for specific programs.
- Supervises interns; may train and supervise other event volunteers.
- Other duties as assigned by supervisor.

Sample of events the World Affairs Program Coordinator leads:

- Culture through Cuisine dinners
- Young Professionals events
- Cultural dance and art programs
- Global Conversations on foreign policy
- Great Decisions conference
- Ambassador and diplomat visits
- National level speakers
- Global Socials with international visitors and Global Minnesota members
- All forms of WorldQuest, a global knowledge competition
- Other public events

Sample of events the World Affairs Program Coordinator supports as needed:

- Donor cultivation receptions and dinners with visiting special guests, corporate leaders, Fellows, etc.
- Corporate briefings or receptions
- Gala and other large scale fundraisers
- International student social and cultural events
- Board reception or other private events including recognition events for volunteers, etc.

Skills and Experience Required

Minimum of 1 year event management or program management experience in planning and executing events with diverse audiences and topics and over 100 participants is required. Minimum 1 year customer service experience working with the public. Must have a demonstrated passion for and knowledge of world affairs, global current events and Global Minnesota's mission. Excellent and positive verbal and written communication skills, with internal and external customers and across diverse audiences; ability to represent the organization in a welcoming, professional and culturally appropriate manner. Highly organized with excellent attention to detail; able to meet multiple deadlines and is proactive about planning, seeking and sharing information, and coordinating events; solves problems as they arise and handles issues with diplomacy, flexibility and good judgement; manages interns and volunteers effectively; asks questions to clarify; excellent Microsoft Office skills (Word, Excel, PowerPoint); 1 year database experience required; ability to lift and carry up to 35 pounds needed. Ability to stand for up to 2 hours.

Preferred Background: Bachelor's degree in an internationally related field; Prefer experience with Zoom, databases, basic marketing and social media.

Compensation: This is a full-time, exempt position with core hours of 9 AM to 5 PM and additional morning, evening and weekend responsibilities as needed to complete work or attend events. Evenings or early mornings are

estimated to be 4-6 per month and 1 weekend per month. Possible overnight travel to Greater Minnesota up to twice times per year. Global Minnesota offers a full compensation package including salary, paid vacation, paid holidays, paid sick leave, health insurance, dental insurance, disability insurance, opportunities for professional development, employer contribution to a retirement fund and optional pre-tax employee contribution to a retirement fund. Salary commensurate with experience within a range of \$42,000 to \$46,000 per year.

Confidential Application Process: Send a resume and letter of application to info@globalminnesota.org.