Events and Program Coordinator
LeadMN

Position Description
Reports to: Executive Director
Employment status: Full-time, permanent non-exempt
Salary: $55,000 - $65,000
Benefits: Health, dental, retirement plan with employer match, 4 weeks PTO plus paid holidays
Schedule: Flexible hours. Some nights and weekends required.
Location: Hybrid mix of remote and in-office hours. 1515 South Robert Street, West St. Paul
Supervises: College student interns and volunteers

About the Position
The responsibilities of this role are ultimately expanding and deepening the connection between students, alumni and stakeholders with LeadMN. The primary tasks of the Events and Program Coordinator are to plan and oversee three large statewide events, two small student training events, and an ongoing scholarship program.

Position Roles and Responsibilities

Event Coordination (75%)
This position consults with student leaders and Executive Director on the logistical and operational needs for two state-wide student leadership conferences, one day of action at the State Capitol, a fall Incoming Leaders Training and a spring advocacy trip for student leaders.

- Engage in pre-event consultation and planning to determine needs; research options; make recommendations; adhere to best practices.
- Advise and develop comprehensive plans for events & programs; consult and develop budgets & expense tracking tools; identify & schedule venues; coordinate catering; advise & coordinate registrations; coordinate A/V & technology.
- Coordinate travel, lodging, and hospitality arrangements for Board members.
- Coordinate event management and support; problem-solve and trouble-shoot; manage event set-up and take-down.

- Maintain events technology resources, including laptops, connectivity devices, and videoconferencing equipment, etc, and serve as event technology resource for program coordinators and others involved in hosting events.
- Maintain and order shared events supplies and materials, research options and recommend best practices.
- On-site support during the events listed above; assist with setting up and tearing down of décor and other inventory items, trouble-shooting through on-site execution.
- Manage post-event administration, including financial and payment reconciliation, disseminate summary information; administer post-event evaluation and reporting.
- Maintain records on event activities, scope, spending, and trends, and provide regular and ad-hoc reporting when requested.
- Other duties as assigned

Program and Operational Support (25%)
This position supports the promotion and distribution for our scholarship program. LeadMN distributes scholarships biannually, once for the fall term and once for the spring term.

- Coordinate the promotion of the open enrollment periods for our scholarships.
- Support the work of the Scholarship Review Board; take minutes, maintain accurate and complete files, coordinate financial reports with the Executive Director.
- Prepare and present relevant materials, engage in planning discussions, coordinate meeting schedules, and manage communications for the scholarship program.
- Develop, implement, and maintain internal documentation, timelines, and communications; manage electronic document storage, organization, and access controls.
- Other duties as assigned.

Requirements
The ideal candidate for the Events and Program Coordinator position will have all or most of the following:

- Must have demonstrated successful experience planning and executing events, programs, and/or conferences; and budget and expense tracking experience.
- Availability to work some evenings and weekends and be able to lift, carry and move items weighing up to 30 pounds.
- Evidence of excellent written and oral communication skills
- Experience working with people of diverse cultures and backgrounds
- Experience working with students
- Desire to work in a collaborative office environment and in team situations with staff and volunteers

- Analytical abilities, including problem-solving and conflict management
- Proficiency in Microsoft office, Google Suite, and AwardSpring
- Ability to prioritize multiple ongoing projects and responsibilities
- Development of creative promotional materials
- Bilingual applications are strongly desired
- Relatable degree or equivalent combination of education and experience

Personal Qualifications
- Self-motivated; sees what needs to be done and does it
- Organized and detail oriented
- Flexible in work hours, but also in personal approach; willing to lead and follow
- Creative problem solver
- Clear communicator
- Enthusiastic, outgoing, patient and persistent
- Team-oriented, with strong leadership skills and a well-developed sense of camaraderie

About LeadMN
LeadMN (Minnesota State College Student Association), represents over 100,000 students at Minnesota's 48 public technical and two-year college campuses. The association works to ensure accessible, quality, and affordable public higher education while providing representation through leadership development, advocacy, scholarship development and communication across the state.

We have four pillars to our program that helps provide students with skills and confidence that lead to a better sense of self and long-term success. (1) Leadership skills, (2) Empowering leaders, (3) Achieving success, and (4) Driving change.

How to Apply
Send your resume and cover letter to Rachel Boeke at rachel@leadmn.org. Applications will be reviewed upon receipt; priority deadline of June 30, 2025. Position will remain open until filled.