



Sustainability Management Student Association

Master of Science Program, Sustainability Management (SUMA)
Columbia University, The Earth Institute and School of Professional Studies
SUMASA.org | SUMASABoard@sumasa.org

Position Description – SUSTAINABLE PERSPECTIVE SYMPOSIUM CHAIR

This position is critical to the SUMASA board and SUMA program. The Sustainable Perspective Symposium Chair (Symposium Chair) fills a specific role that is critical to SUMASA's goal of improving SUMASA's annual Symposium year-over-year and plays a part of SUMASA's overarching mission to develop a meaningful community for students, foster engagement across the SUMA and NYC sustainability community, and host meaningful professional development and networking opportunities.

The Symposium Chair is directly responsible for overseeing the planning and implementation of the annual Sustainable Perspective Symposium, SUMASA's yearly flagship event. The Chair will work closely with the SUMASA board and the Symposium Committee to brainstorm, develop, and implement the Symposium event outreach and logistics.

Eligibility: Must be able to take on the position for one full year (Spring 2018 – Spring 2019)

Primary Responsibilities

- Work closely with the SUMASA board to develop the Symposium event plan, building off of prior years
- Oversee the organizing of the Symposium Committee and various subcommittees, including promoting student engagement, organizing meetings, taking notes, and providing follow-ups.
- Oversee the development of the outreach strategy for speakers in coordination with the Symposium Committee
- Collaborate with the VP of Events on event logistics, including room reservations, space rental, catering, etc.
- Collaborate with the VPs of Communications to develop a communication strategy.
- Manage the day-of-implementation with support from the Board and the Committee.

Relevant Skills

- Enthusiasm about SUMASA and SUMA!
- Enthusiasm about planning a flagship event.
- Strong organizational skills (prior event planning experience preferred but not required).
- Ability to coordinate communication and ensure effectiveness between multiple individuals.
- Willingness to show initiative and be a go-getter.

What You Will Gain!

- Strong event planning and people management skills with demonstrable application of those skills with a 100+ person event to impress potential employers.
- Increased visibility in the SUMA program, with students, alumni, and the Greater NYC Sustainability network.
- An insider's view of the SUMA program and a greater understanding of what it takes to support and manage an effective voluntary board.