



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 – VICE PRESIDENT OF EVENTS

This position is critical to the SUMASA board and SUMA program. The Vice President of Events helps to achieve 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 Vice President of Events leads the planning of all SUMASA events. He/she works closely with other VPs on conceiving, scheduling, promoting, facilitating and communicating events. The Vice President of Events encourages and supports an active committee of volunteer members from the program who help with the planning of ongoing social events.

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

Primary Responsibilities

- Solicit interest and mobilize a team of volunteers to form the Events Committee.
- Plan social events for SUMA students to socialize with fellow classmates. Examples include:
 - Monthly socials and non-alcohol-centered events
 - General assembly
 - Winter holiday party
 - Spring graduation party
 - Family days
 - Field trips and cultural events
- Organize event logistics, including event location, special student discounts, promotion via newsletter/website, photography/videography, follow-up communication, etc.
- Coordinate with VP Communications to promote events to the student body.
- Coordinate with VPs of Academic Affairs and Community Outreach to support specialized event development.
- Coordinate with VP Finance and Administration to budget for SUMASA events.
- Coordinate with program administration on planning speaker and networking events.

Relevant Skills

- Enthusiasm about SUMASA and SUMA!
- Experience or interest in event planning.
- Strong organizational skills and attention to detail and deadlines.
- Strong communication skills (written and verbal).
- Strong collaboration and teamwork skills.

What You Will Gain!

- Strong command of event design and logistics management that will 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.