



Sustainability Management Student Association

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

Position Description – SYMPOSIUM CHAIR

The Symposium Chair fills a specific role that is critical to 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 flagship event. The Chair will work closely with the SUMASA board to brainstorm, develop, and implement the Symposium event outreach and logistics.

Term: This role is year-long, transitioning on Spring Graduation Day each year (in mid/late May).

Primary Responsibilities:

- Develop a vision for the Symposium and a coherent event plan with support from the board.
- Recruit volunteers for the Symposium Committee as needed and manage the Committee, including promoting student engagement, organizing meetings, taking notes, and providing follow-ups.
- Oversee the development of the outreach strategy for speakers.
- Collaborate with the VP of Events on event logistics, including room reservations, space rental, catering, etc.
- Collaborate with the VP of Communications to develop a communication strategy.
- Manage the day-of-event implementation with support from the Board and the Committee.

What Can Help You Succeed in This Role:

- Enthusiasm about SUMASA and SUMA!
- Confidence in planning a flagship event.
- Strong organizational skills. Event planning experience will be especially helpful.
- Ability to coordinate communication and ensure effectiveness between multiple individuals.
- Willingness to show initiative and be a go-getter.

What You Could Gain:

- Demonstrated application of event planning and people management skills that will signal professionalism and capability to potential employers.
- Increased visibility in the SUMA program and networking presence with students, alumni, and the greater NYC sustainability network.
- An understanding of what it takes to support and manage an effective voluntary board.