



## 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

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 on- or off-campus to provide a forum for students to connect outside the classroom.

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

#### Primary Responsibilities:

- Plan social events for SUMA students to socialize with fellow classmates. Examples include:
  - Monthly socials and non-alcohol-centered events
  - General assembly or “town hall”
  - Winter holiday party
  - Spring graduation party
  - Family days
  - Field trips and cultural events
- Organize event logistics, including event location, special student discounts, promotion strategy, 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 Administration and Finance to budget for SUMASA events.
- Coordinate with program administration on planning speaker and networking events.

#### What Can Help You Succeed in This Role:

- 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 Could Gain:

- Event design and logistics/budget management skills that will signal professionalism 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 an effective voluntary board.