



1000 Hilltop Circle
Baltimore, MD 21250
410-455-2493

Events Specialist Position Description

The Events Specialist will be responsible for all monthly special events hosted by College JUMP, with the assistance of the College JUMP Coordinator.

Examples of Tasks and Responsibilities:

Subject to change throughout the year

- Work with the College JUMP Coordinator to plan and execute all monthly events
- Serve as the point person for all special events; oversee the event and delegate tasks to volunteers
- Assist with logistics for monthly events (securing locations, transportation, and volunteers; coordinating set-up and clean-up)
- Work with the Fundraising Specialist and the College JUMP Coordinator to develop and manage a budget for each event
- Engage in outreach to various student groups and other organizations in order to find sponsors and hosts for each event; assist in potential partnership development; follow up with thank-you notes to anyone involved
- Promote all events to students and mentors
- Utilize student feedback, student interest surveys, and recommendations provided by College JUMP to inform special event planning

Additional Responsibilities as a Mentor Leader:

- Attend bi-weekly group Mentor Leader Meetings
- Attend bi-weekly individual check-ins with the College JUMP Coordinator
- If the Events Specialist is in their second semester in this role, they may add the responsibility of responding to journals.

Time Commitment:

Estimated 3-5 hours/week includes the following:

Completing the above specialist and Mentor Leader tasks, in addition to anything else related to Events agreed upon by the Events Specialist and the College JUMP Coordinator.

This does not include any additional time spent as a mentor.

Compensation:

The Events Specialist will receive a stipend of \$300 per semester.

