



GAI Volunteer and Event Coordinator

Position Title: Volunteer and Events Coordinator

Reports to: Director of Cultural Programming

Position Classification: Part-time, hourly, 15-20 hrs per week. At least one 1 day per week in the office is required, along with night and weekend hours based on event schedules. A portion of administrative hours may be performed remotely as agreed upon with the supervisor (hybrid). Full-time position may be available based on interest, with additional on-site requirements.

Compensation: The starting wage is \$18-22/hour, commensurate upon experience. Benefits available, based on contracted weekly hours.

Position Overview

The Germanic-American Institute, a non-profit organization dedicated to connecting people to a broader world through German language and culture, is seeking a passionate Volunteer and Event Coordinator to join our team. The Institute hosts a diverse array of events and cultural programs throughout the year, ranging from large-scale festivals like *Deutsche Tage* (German Days) and St. Paul Oktoberfest to intimate gatherings such as film screenings, book readings, game nights, and weekend cafes.

The Volunteer and Event Coordinator plays a pivotal role in the success of our events by managing our volunteer community which includes recruiting and coordinating volunteers, scheduling shifts, and providing volunteers with clear direction and support during events. In addition to volunteer management, the coordinator will work closely with the Director of Cultural Programming to assist in event planning and execution, before, during, and after events.

Overall, the Volunteer and Event Coordinator plays a pivotal role in ensuring the success of events through effective volunteer management, meticulous planning, seamless execution, and strong communication. The ideal candidate for this role is enthusiastic, proactive, and thrives in a fast-paced environment. If you are passionate about cultural exchange and community engagement and have a knack for coordinating people and events, we encourage you to apply for this exciting opportunity to make a meaningful impact at the Germanic-American Institute.

Duties & Responsibilities:

Volunteer Management

- Develop and implement strategies for recruiting volunteers including communication via email, monthly newsletters, phone, and in-person interactions
- Coordinate volunteer orientation, training, and scheduling
- Assign tasks and responsibilities to volunteers based on their skills and interests
- Provide ongoing support, guidance, expectations, and supervision to volunteers
- Coordinate all aspects of volunteer-related logistics at events including name tags, sign-in procedures, onsite communication, and volunteer meals
- Recognize and appreciate volunteers for their contributions

Event Execution

- Work with GAI staff to set up for events including physical space, technology needs and procuring event supplies.
- Manage recurring on-site events including but not limited to: *Spieleabend* (Game Night), GAI cafe/*Kaffee und Kuchen* (Coffee and Cake), *Kinoabend* (Movie Night)
- Serve as one of the onsite hosts for private rentals of the GAI space
- Perform duties as needed to support events such as bar service, cashiering, or guest greeting

Administrative Tasks

- Maintain accurate records of volunteer information, volunteer hours and, event details
- Handle inquiries and requests from volunteers, attendees, and stakeholders
- Assist with post-event activities, such as thank-you notes, surveys, reporting, and event break-down and cleanup
- Serve as the primary point of contact for the St. Paul and Neuss, Germany sister city partnership on behalf of the GAI

Continuous Improvement

- Stay updated on industry trends and best practices related to volunteer recruitment and engagement
- Seek feedback from stakeholders and volunteers to identify areas for improvement
- Implement changes and enhancements to optimize event experiences and volunteer engagement processes

Qualifications and Experience

- Proven experience in volunteer management or event coordination, with a minimum of 2 years in a similar role. Previous successful experience recruiting, retaining, and managing volunteers is highly preferred.
- Strong organizational skills and attention to detail, with the ability to manage multiple tasks simultaneously.
- Excellent communication and interpersonal skills, with the ability to effectively engage and motivate a wide range of people in a friendly, patient, and flexible manner.
- The ability to manage and give direction to a wide range of people in a friendly, patient, and flexible manner
- Ability to work independently with minimal supervision as well as part of a team, demonstrating leadership and initiative when necessary.
- Move equipment weighing up to 50 pounds and perform light physical labor such as table arranging or supply delivery
- Flexibility to work evenings and weekends as required by event schedules
- A passion for community engagement and a commitment to delivering high-quality events that meet the needs of diverse audiences.
- German language skills are helpful but not required

Note: While these qualifications and experience requirements serve as a guideline, we value diverse experiences and encourage candidates with equivalent qualifications to apply.

Work Arrangement

This position offers flexibility and could be part-time or full-time, contingent upon the candidate's availability. The weekly commitment could average as few as 15 hours per week or as many as 32 hours per week. In anticipation of major events such as Deutsche Tage and St. Paul Oktoberfest, the workload will intensify, with hours increasing as necessary, in agreement with the Cultural Programming Director. In these instances, the Volunteer Coordinator may be required to work 40+ hours during the event week.

This position primarily requires in-person presence, with at least one day per week onsite for part-time or three days per week for full-time. Onsite hours are necessary during events including nights and weekends. However, there is a possibility for some remote work, subject to the discretion of the organization and the nature of the tasks involved. This hybrid model allows for flexibility while ensuring that the essential aspects of the role, particularly those requiring direct interaction and coordination, are effectively carried out in person.

Work Environment and Culture

The GAI is a rapidly growing organization that still maintains its strong community ties. Candidates with an interest in and connection to German culture may find this position to be especially rewarding. We strongly encourage people from underrepresented groups to apply.

The Volunteer and Events Coordinator position allows for professional development and the strong sense of contributing to the growth and advancement of a leading cultural institute. At the GAI, we believe in and follow the following principles:

- Work-life balance, which includes flexible schedule options, healthy time-off and vacation options
- Stellar service to all organizational stakeholders
- Developing a sense of community among all who engage with the GAI
- Working with staff to hone their strengths and interests and giving them the latitude to be creative in achieving results-oriented success.

Equal Opportunity Employer

The GAI is committed to acknowledging, addressing, and dismantling practices that impede progress. We are actively seeking a diverse pool of candidates and we welcome all applicants regardless of race, color, religion, national origin, sex, age, disability, sexual orientation or ancestry. The Germanic-American Institute is an equal opportunity employer, committed to fostering an inclusive environment.
EEO/W/M/Veteran Disability

How to Apply

To express your interest about this opportunity, please email resume and cover letter to chorn@gaimn.org with **Volunteer and Event Coordinator** in the subject line. Applications will be reviewed as received but must be submitted by **May 1, 2024**.