

Collegiate Relations & Events Associate

Full-/Part-Time:	Full-time
Regular/Temporary:	Regular
Salary:	\$38,000-\$45,000
Benefits:	Health, dental and vision insurance (company pays part of employee coverage), life insurance, long-term disability insurance and 403(b) match of 10% after the first year of employment.
Immediate supervisor:	Lilly Scholars Network Program Director

Description: Are you an events professional who would enjoy connecting with Lilly Scholars around the state? Do you like designing and executing events that bring people together to talk, learn and connect?

If so, the Lilly Scholars Network and Indiana Humanities would love for you to join our team!

Lilly Scholars Network and Indiana Humanities are hiring a Collegiate Relations & Events Associate to assist with designing, planning, organizing and executing Lilly Scholars Network's programs. The ideal candidate is experienced in event planning and logistics, excited to connect with the collegiate scholars, a good listener, highly collaborative, and creative.

As a key member of the LSN team, this professional works collaboratively and creates and advances strategies that align with the organization's overall vision, mission, and values. The Collegiate Relations & Events Associate must understand LSN's operations and network of relationships, while promoting LSN's opportunities and successes both internally through the network and externally to community partners.

This position will be responsible for collaborating on LSN events and written communications. The person in this role will support collegiate scholars and current collegiate chapters in their efforts to organize at the campus level. This may include attending events on campus chapters around the state, advising scholars on their own event plans, and organizing an annual collegiate leadership retreat.

Indiana Humanities is a statewide nonprofit dedicated to promoting the public humanities. We are a grant maker, a neutral convener, a facilitator, program partner

and much more. We strive for an Indiana where the humanities belong to everyone, where action is rooted in insight and where community grows from conversation. Indiana Humanities supports the Lilly Scholars Network, a program funded by grants from Lilly Endowment, Inc. Like all members of the Indiana Humanities team, this professional should be committed to our mission and exhibit our values of inclusivity, curiosity, community, creativity and partnership.

Application Process/Deadline: To apply, send a resume (with references) and cover letter explaining your interest in the position to Bryana Schreiber, LSN program director, at bryana@lillyscholarsnetwork.org. Please put the name of the position you are applying for in the subject line. We will accept applications until the position is filled but will give first consideration to those received by June 1.

Responsibilities include:

- Coordinating virtual and in-person event details and design of various programs, both large and small. This includes managing an event website and registrations, planning, setup, logistics and more.
- Researching and planning for excursions, such as finding possible sites and visiting locations for Lilly Scholars Network initiatives.
- Connecting, collaborating, and maintaining relationships with collegiate scholars and chapters.
- Working collaboratively with other team members to make sure that the details of each program help advance the LSN mission and that programs are well-communicated to scholars.
- Maintaining accurate and up-to-date contact records and program attendance data in our internal database.

Knowledge/Skills/Abilities

- Prioritizes equity and accessibility and has strategies for making events as inclusive as possible.
- Is a problem-solver and takes ownership of projects.
- Perceptive listener with an ability to understand, reflect, and incorporate what LSN stakeholders value.
- Effective communication skills, including written, verbal, and public speaking skills
- Willingness to travel around the state to support events and connect with Lilly Scholars.
- Ability to work a flexible schedule to support events.
- Committed to promoting service, philanthropy, civic engagement and leadership development.

Education and/or Equivalent Experience

- Lilly Endowment Community Scholars are strongly encouraged to apply
- Experience in or a strong working knowledge of communications, marketing, and stakeholder engagement (i.e. current scholars, alumni, LEI, Community Foundations, parents, community partners, etc.)
- Strong proficiency with all Microsoft Office applications
- Familiarity with tools such as Eventbrite, Mailchimp and Canva preferred

We realize there are great candidates who won't check all of these boxes, and we also know you might bring important skills that we haven't considered. If that's you, don't hesitate to apply and tell us about yourself.

Indiana Humanities is an equal opportunity employer, and our hiring process is inclusive of all genders and gender expressions, races and ethnicities, religions and sexualities as well as veterans and people with disabilities.

Indiana Humanities is following the federal, state, local and CDC guidelines regarding Covid practices. Our offices are located near downtown Indianapolis in a lovingly restored historic home built by Indiana author Meredith Nicholson. Our office hours are 8:30 a.m. to 5 p.m., but we offer flexible working schedules to accommodate the professional and personal needs of our staff.

