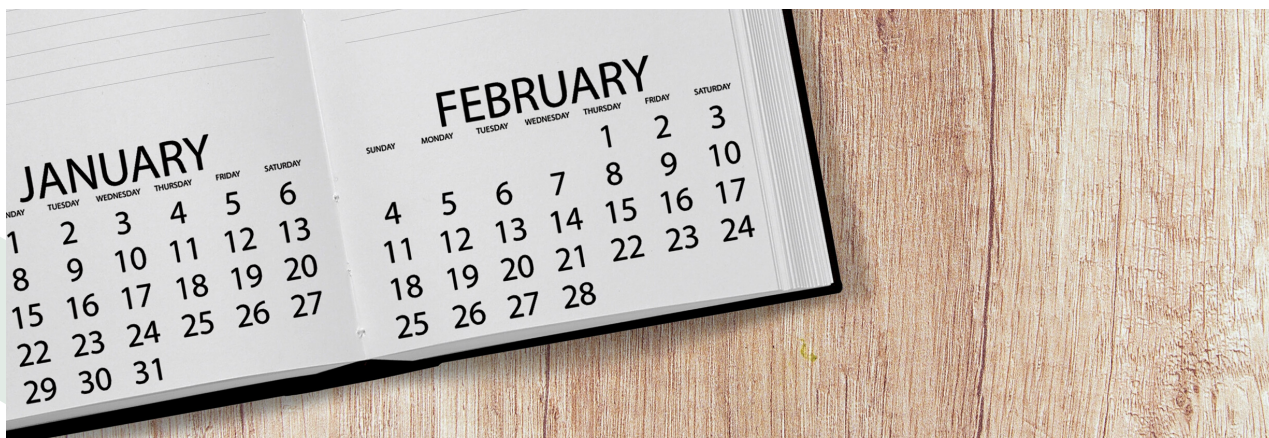# Event Management Team

Who are we

Global Governance B.A. Alumni Association, GG Alumni, is a non-profit, non-political, non-sectarian organisation born in 2018, from the alumni of the Bachelor of Arts of Global Governance, taught at the University of Rome Tor Vergata.

The main objectives of the Association are to provide an opportunity for GG Alumni to maintain their knowledge and skills in Global Governance (GG) issues, which will assist them in personal and professional development, and to foster networking among GG graduates worldwide.

Together, we do want to maintain this family adventure started at the very creation of Global Governance, in 2013.

Event Management Team

GG Alumni believes informal gatherings enrich our community and are opportunities to network among GG generations. This team is in charge of planning and organising key events during the academic year that benefit intergenerational links.

Joining the Event Management Team means that you will help GG Alumni in organising events that benefit our members and GG students with the aim of fostering networking and intergenerational connections.

Our main events include the Annual General Assembly, the Welcome Cocktail for incoming students, various lunch talks during the academic year and future initiatives that we are planning for the coming academic year.

Reporting lines

A team member will be nominated as the Manager and will report directly to the chairwoman/man of the Board of Directors on a monthly basis.

Tasks and Responsibilities

- Organise activities for annual gatherings and meetings
- Create invites and communication materials for the events to be disseminated through multiple channels
- Support in the organisation of the professional headshot session for GG3
- Collect information about alumni lunch talks for GG students
- Arrange catering and entertainment for some of the events (e.g. Welcome Cocktail)
- Collect responses for participation to some of the events
- Support in administrative tasks

Requirements

- Be an alumnus, a GG2 or GG3 of the Global Governance B.A. at Tor Vergata University
- Interest in connecting with peers while having fun
- Knowledge or interested in Canva and Gmail
- Creative and flexible

Benefits

You will have the opportunity to develop your creative thinking and your managerial skills as well as building your network not only within the GG community.

Job type

Voluntary

Hours load TBD based on the size of the team, the more the lesser!

Duration Until December 2021, with possibility of extension

How to apply

To be part of this team please send an email with the subject 'Application Event Management Team' and your CV to alumni.globalgovernanceba@gmail.com