



REUNION COORDINATOR JOB DESCRIPTION (PART-TIME)

The Reunion Coordinator will help to plan and run the Owatonna/Ropioa 100th Reunion September 3-6, 2021.

- Reports to Executive Director (ED)
- Participates in calls with ED, Operations Director (OD), Communications Director (CD) and Owatonna Director beginning October 1, 2020 as needed
- Participates in calls with Reunion Committee – ED, OD, CD, Owatonna Director, Alumni Reps and Trustee as needed
- Works with CD on marketing and promoting the Reunion via website, mailings, and social media
- Works with OD on registration and housing
- Works with ED and Owatonna Director to create and organize activity and events program for Reunion
- Hires staff for Reunion to run activity and events program
- Coordinates meal schedule and numbers per meal with head cook

If you're interested in this part-time position, please send a letter of application and resume to Seth Johnson at seth@newfound-owatonna.com or mail to Camps Newfound and Owatonna, 4 Camp Newfound Road, Harrison, Maine 04040.

Please feel free to call 207-712-3778 with questions. Thank you.