Events & Communications Manager (# 372984)

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Job ID: 372984

About the Job

St. Anthony Falls Laboratory (SAFL)
The St. Anthony Falls Laboratory seeks a community-oriented professional to serve as our Events and Communications Manager. This role is perfect for someone who enjoys building professional relationships, hosting meaningful events, and making complex science feel accessible and inviting. Reporting to the Administrative Manager, you will act as a key liaison for the lab, ensuring our mission is shared consistently across all platforms while mentoring a small team of student employees.

Your Impact

Event Leadership & Relationship Management (50%)

- Coordinate Lab Events: Lead the logistics, promotion, and hosting for seminars and special exhibits.
- Honor Excellence: Oversee international and domestic award ceremonies, collaborating with Donor Relations to create a welcoming environment for honorees and their families.
- Engage the Public: Manage the SAFL Tour Program, serving as the primary guide for public and private visitors.
- Foster Collaboration: Act as a central point of contact for research stakeholders to facilitate smooth interactions and project meetings.

Strategic Communications & Outreach (50%)

- Tell Our Story: Develop engaging content for newsletters, social media, and the lab website that highlights our research and mission.
- Translate Science: Transform complex technical information into clear, user-oriented language for diverse audiences.
- Maintain Brand Standards: Ensure all messaging and promotional materials align with University and College of Science and Engineering standards.
- Support Outreach: Implement educational workshops and manage lab publications, archives, and historical films.

Qualifications

Required Qualifications

- Education: A Bachelor's degree in Communications, Journalism, Marketing, Art, or a related field.
- Experience: At least 2 years of professional experience, or a combination of education and work experience totaling 6 years.
- Core Skills: Demonstrated experience in professional writing (articles, social media) and the successful management of events.

Preferred Qualifications

- Scientific Literacy: A background or strong interest in environmental or natural sciences or engineering.
- Technical Communication: Experience making science-based research approachable for the general public.
- Willingness to Learn AI: A willingness to embrace AI and AI-tools to assist with the writing process.
- Collaborative Mindset: Proven ability to manage projects independently while maintaining positive relationships in an academic or research setting.
- Problem-Solving: The ability to find creative, standards-based solutions for operational or logistical challenges.

Pay and Benefits

Pay Range: $60,000-65,000; depending on education/qualifications/experience

Time Appointment: 100% Appointment

Position Type: Civil-Service & Non-Faculty Labor Represented Staff

Please visit the Office of Human Resources website for more information regarding benefit eligibility.

The University offers a comprehensive benefits package that includes:

- Competitive wages, paid holidays, and generous time off
- Continuous learning opportunities through professional training and degree-seeking programs supported by the Regents Tuition Benefit Program
- Low-cost medical, dental, and pharmacy plans
- Healthcare and dependent care flexible spending accounts
- University HSA contributions
- Disability and employer-paid life insurance
- Employee wellbeing program
- Excellent retirement plans with employer contribution
- Public Service Loan Forgiveness (PSLF) opportunity
- Financial counseling services
- Employee Assistance Program with eight sessions of counseling at no cost
- Employee Transit Pass with free or reduced rates in the Twin Cities metro area

While our salary ranges provide a framework, it is important to note that most of the time, the initial pay may not reach the maximum of the range. This approach ensures that compensation reflects the value and unique contributions of each candidate while maintaining equity within our organization. As part of our commitment to fair and equitable compensation, please be aware that the salary offered to incoming candidates will be based on their individual credentials and experience.

How To Apply

Priority Deadline Note: The application review will begin on 4/20/26.

Applications must be submitted online. To be considered for this position, please click the Apply button and follow the instructions. You will be given the opportunity to complete an online application for the position and attach a cover letter and resume.

Cover Letter and Resume are required.

Additional documents may be attached after application by accessing your "My Job Applications" page and uploading documents in the "My Cover Letters and Attachments" section.

To request an accommodation during the application process, please e-mail employ@umn.edu or call (612) 624-8647.

Diversity

The University recognizes and values the importance of diversity and inclusion in enriching the employment experience of its employees and in supporting the academic mission. The University is committed to attracting and retaining employees with varying identities and backgrounds.

The University of Minnesota provides equal access to and opportunity in its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression. To learn more about diversity at the U: http://diversity.umn.edu

Employment Requirements

Any offer of employment is contingent upon the successful completion of a background check. Our presumption is that prospective employees are eligible to work here. Criminal convictions do not automatically disqualify finalists from employment.

Please note, this position is not eligible for H-1B or Green Card sponsorship. This position does not offer a STEM OPT training program.

About the U of M

The University of Minnesota, Twin Cities (UMTC)

The University of Minnesota, Twin Cities (UMTC), is among the largest public research universities in the country, offering undergraduate, graduate, and professional students a multitude of opportunities for study and research. Located at the heart of one of the nation's most vibrant, diverse metropolitan communities, students on the campuses in Minneapolis and St. Paul benefit from extensive partnerships with world-renowned health centers, international corporations, government agencies, and arts, nonprofit, and public service organizations.

At the University of Minnesota, we are proud to be recognized by the Star Tribune as a Top Workplace for 2021, as well as by Forbes as Best Employers for Women and one of America's Best Employers (2015, 2018, 2019, 2023), Best Employer for Diversity (2019, 2020), Best Employer for New Grads (2018, 2019), and Best Employer by State (2019, 2022).