



PELICAN RAPIDS PUBLIC SCHOOLS

HOME OF THE VIKINGS

Celebration of Cultures Advisor

Job Summary:

We are looking for a positive, high-energy and committed individual to join our Advisory Team! The Celebration of Cultures Advisor plays an important role in supporting students as they plan and host the Annual All-Female Cultural Celebration for grades 9-12.

Employment in the Pelican Rapids School District preferred but not required.

Pelican Rapids High School is looking for advisors who possess the following:

- Proven experience in teaching and modeling character and responsible behavior
- Partners well with parents, staff, community leaders etc.
- Ability to motivate and direct students in an educationally based atmosphere
- Dedication to a culture and vision that promote furthering the benefits of extra-curricular activities and well-rounded students
- An ability to plan and organize events, when and as applicable

Duties and Responsibilities:

- Support Student Vision – Guide and mentor students as they plan and carry out their vision for the event.
- Monitor Finances – Oversee the event budget, track spending, and ensure responsible use of funds.
- Coordinate Logistics – Arrange deliveries, manage event space, and help with scheduling, set-up, and clean-up.
- Facilitate Communication – Act as a liaison between students, the school, and local businesses or organizations.
- Promote Leadership – Encourage student ownership of decision and responsibilities throughout the planning process.
- Celebrate Diversity – Empower Students to create an inclusive event that recognizes and honors all cultures represented in the school community.
- Supervise – Supervise the Celebration of Cultures event and assist students in finding any other needed supervisors.

Position is open until filled.

In-house applicants may submit a cover letter; other qualified applicants can submit a cover letter, resume and three current letters of recommendation to:

Emily Evenson

HR Manager

Pelican Rapids Public Schools



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