

JOB TITLE: ASSISTANT DIRECTOR EDUCATION AND LEADERSHIP INITIATIVES

ORGANIZATION: Education and Leadership Initiatives Department

REPORTS TO: Director of Education and Leadership Initiatives

EFFECTIVE DATE: January 2023

FLSA CLASS: Exempt

JOB LOCATION: Headquarters or Remote

JOB SUMMARY

The assistant director of education and leadership initiatives will provide support and assistance to the director of education and leadership initiatives in carrying out responsibilities for the development, implementation and assessment of the Real. Strong. Women. Experience. As part of the education and engagement team charged with delivering a meaningful and impactful membership experience, this individual will support a number of initiatives and programs.

ESSENTIAL FUNCTIONS AND REQUIREMENTS

| Function | Requirements |
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| <p>Educational Programming</p> | <ul style="list-style-type: none"> • Assists in design, development and production of educational programming for Alpha Chi Omega including, but not limited to: Leadership Academy, collegiate chapter programming and volunteer training • Executes initiatives related to Alpha Chi Omega’s national philanthropy, domestic violence awareness, by creating educational tools and resources, working with national partners, and providing assistance and support to members and chapters as they strive to educate, raise awareness, and implement philanthropy events to raise money for local shelters and service providers |

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| | <ul style="list-style-type: none"> • Oversight and management of rotational programs • Leads development of resources and tools related to leadership development initiatives such as officer transitions and executive board retreats • Directly responsible for oversight and management of membership programming resources and tools including Programs with Purpose • Leads and manages volunteer teams including, but not limited to, rotational program facilitation teams • Assists in development and coordination of opportunities for staff to fulfill Alpha Chi Omega’s philanthropic mission by chairing the staff philanthropy committee • Develops and/or revises evaluation tools for measuring effectiveness and relevance of educational programs and initiatives including collegiate chapter experience and member satisfaction • Assists in the regular review of all educational programs and leadership initiatives for their relevance, organizational need and value-added benefit |
| <p>Leadership Skills</p> | <ul style="list-style-type: none"> • Promotes a culture of continuous improvement including identification and implementation of best practices and lessons learned • Develops and execute short- and long-term operational plans • Manages timely and effective communication with supervisor, teammates and other department contacts • Regularly shares relevant issues, concerns and successes • Develops and delivers timely and meaningful reports and analysis as assigned • Monitors trends and changes in student development and leadership; periodically reviews plans to make certain Alpha Chi Omega is responding to changing conditions • Embraces technological innovations and seeks ways to improve performance and productivity |

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| | <ul style="list-style-type: none"> Fully supports organization’s functional structure and leadership, actively engaged with the strategic priorities and operational projects and plans of team and other internal departments when assigned |
| Fiscal Responsibility | <ul style="list-style-type: none"> Applies fiscal responsibility Approve expenditures per level authorized Champion the cost-effective management of company assets and resources |
| Other | <ul style="list-style-type: none"> Performs other special assignments, responsibilities and projects as assigned and directed by leadership |

CONTACTS

This position has regular contact with all levels of staff, members and third-party partners and vendors. This position reports to the director of education and leadership initiatives.

KNOWLEDGE, SKILLS AND ABILITIES

- Two years of professional experience in higher education, membership association or related field
- Experience with educational programming, training and development
- Advanced computer skills, including proficiency with Microsoft Office products; technical aptitude to learn internal systems and required packages
- Demonstrates a positive, problem-solving mindset and a collaborative spirit
- Strong service orientation, outstanding presentation skills, professionalism, confidentiality and discretion
- Excellent organization skills, self-discipline, attention to detail and communication skills
- Works with a sense of urgency and can manage multiple initiatives simultaneously in a rapidly changing environment
- Willingness to travel and attend evening and weekend functions on behalf of Alpha Chi Omega
- Membership in Alpha Chi Omega or other fraternity/sorority affiliation is preferred

EDUCATION

Bachelor's degree required. Master's degree in higher education, adult education, leadership or related field preferred.

WORKING CONDITIONS

The working conditions and physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

Required 40 hours per week, with a degree of flexibility available. Office hours are 8:30 a.m. to 5 p.m. eastern time, Monday through Friday. Occasional additional work beyond 40 hours on average will be necessary to complete assigned tasks, including infrequent evening and weekend availability. The employee is required to travel on behalf of the organization, travel will require nights and weekend work, as well. Travel is estimated to be 4-8 trips per year.

PHYSICAL REQUIREMENTS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position the employee is regularly required to sit and work on a computer for extended periods of time. The employee will be required to stand, walk, stoop, kneel, lift, carry, grasp, and bend over. The employee must be able to lift, carry and move up to 30 pounds as needed.

Strong sensory skills, such as good eyesight, good hearing and dexterity are necessary. Must be able to interact with others, both in person and through telephone, email and written correspondence. Must have a clear, approachable communication style.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.