



Job Description

Job Title: Education and Leadership Initiatives Coordinator

Department: Education and Leadership Initiatives

Reports to: Senior Director of Education and Engagement

Effective Date: September 2019

FLSA Class: Exempt

Job Location: Headquarters; Indianapolis, IN

Job Summary

Provides operational support and assistance in the implementation of Fraternity programs focused on training, education and leadership.

Essential Functions and Requirements

| Function | Requirements |
|----------------------------|---|
| Operational Support | <ul style="list-style-type: none"> • Manages annual collegiate chapter awards program; accountable for timelines, budget and workflow • Administers the <i>Not Anymore</i> program • Manages intellectual development resources in support of members and chapters' pursuit of academic excellence • Provides logistical support for national programs such as Leadership Academy • Manages logistics of rotational programs such as InTune, Let's Talk Love and REPRESENT • Serves as secondary systems administrator for event registration platform • Works with organizational volunteers to support relevant programming such as collegiate chapter awards reviewers • Accountable for system administration tasks of learning management system |
| Leadership | <ul style="list-style-type: none"> • Manages timely and effective communication with senior director of education and engagement relevant to issues, concerns and decisions that affect the company • Promotes a culture of continuous improvement including identification and implementation of best practices and lessons learned • Embraces technological innovations and seeks ways to improve performance and productivity • Performs other special assignments and responsibilities as assigned |

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| Fiscal Responsibility | <ul style="list-style-type: none"> • Applies fiscal responsibility • Approves expenditures per level authorized |
| Other | <ul style="list-style-type: none"> • Communicate, through the appropriate channels, any observations of noncompliance with policies or illegal actions that place personnel and the organization at risk • Perform, with care, any control-related activities required as a function of the position • Specific job responsibilities and projects will be assigned and directed by leadership |

Contacts

This position has regular contact with all levels of staff, volunteers, collegiate and alumnae members, and third-party partners and vendors. This position reports to the senior director of education and engagement and is a member of the education and leadership initiatives team.

Knowledge, Skills and Abilities

Qualifications Required:

- Excellent organizational skills, self-discipline and attention to detail
- Highly collaborative and able to work closely with others as a team player
- Works with a sense of urgency, is able to manage multiple initiatives simultaneously in a rapidly changing environment
- Advanced computer skills including proficiency with Microsoft Office products; technical aptitude to learn internal systems and required packages
- Strong service orientation, outstanding presentation skills and professionalism
- Membership in Alpha Chi Omega or other fraternity/sorority affiliation is preferred

Education

Bachelor's degree required

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

Required 40 hours per week. Office hours are 8:30 AM – 5:00 PM, Monday through Friday, with a degree of flexibility available. Overtime may be necessary to complete assigned tasks. The employee may be required to travel on behalf of the organization and travel will require nights and weekend work,



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as well. The employee may also be afforded the opportunity to occasionally work remotely as approved.

Physical Requirements

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, pull, 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. Must be able to interact with others, both in person and through telephone, email and written correspondence.

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.