



Alpha Chi Omega Operational Volunteer Position Description

Position Title: Membership Programming Specialist

Position Summary: Work with education and leadership initiatives (ELI) staff to successfully implement MyJourney, Alpha Chi Omega's four-year life-skills program for collegians as well as provide support in the areas of chapter parent involvement, sisterhood and senior programming, and campus and community engagement. Membership Programming Specialists work directly with collegiate officers and advisors to support chapters implementing MyJourney and making the program an integral part of each chapter's educational plan.

Essential Role Responsibilities: (*Easily measured for evaluation purposes*)

1. Positively promote and advocate for the MyJourney program.
2. Build and sustain excitement for the MyJourney program with assigned chapters.
3. Maintain regular communication with assigned chapters' executive board officers, class facilitators, and advisors to support chapter leaders on MyJourney implementation.
4. Maintain regular communication with Membership Programming Lead Specialist and ELI staff.
5. Complete the Specialist introduction form and send it to all assigned chapters at the beginning of each officer term.
6. Check in monthly with assigned chapter advisors to share MyJourney tips and information as well as ensure chapter implementation is smooth.
7. Check in monthly with assigned chapter advisors to share programming tips and information.
8. Respond to chapter communication within three days, follow through on commitments made, and when promised provide officers/advisors resources in a timely manner.
9. Respond to emails from Lead and other team members within three days.
10. Participate in on-going team phone conversations via My Chapter Room (MCR), the Facebook group, monthly conference calls, and in person training as scheduled.
11. Join immediately and regularly check the Collegiate Experience Volunteers MCR page.
12. When working with specific collegiate chapters, complete reports on assigned chapters as requested.

13. Report any concerns with a chapter to the Lead immediately via email or phone.
14. Use current and appropriate terminology when communicating. For example: Headquarters instead of “Nationals,” new member instead of pledge, VP membership programming instead of VP membership development, etc.
15. Estimated Time Commitment: 2 to 8 hours per month, depending on chapters’ needs

Working and Reporting Relationships: Reports to Membership Programming Lead Specialist and Assistant Director of Education and Leadership Initiatives and works directly with collegiate chapter officers, advisors, province officers and education and leadership initiatives staff as needed.

Qualifications: An alumna in good standing; belief in Alpha Chi Omega’s values, brand identity, and programming initiatives; ability to coach and mentor others; ability to think strategically to accomplish above stated outcomes; able to attend all training programs; willing to communicate when needed.

Organization Expectations: During the term, the volunteer will:

- Support the Alpha Chi Omega Foundation with an annual tax-deductible gift of any amount.
- Become a Life Loyal Alpha Chi Omega.