



Position Title: Specialist— Chapter Programming

Position Summary: Assist with the development and execution of Programs with a Purpose by developing PWP's that will help chapters and members live the values of Alpha Chi Omega and build well rounded women. Assisting chapters as they implement and utilize PWP may be asked. Outcomes include: creating complete programs (including facilitation guide) that will be added to the repertoire of PWP accessible to Alpha Chi Omega website and providing support to chapters using the programs.

Essential Functions:

1. Create educational Programs with Purpose utilizing a facilitation guide template provided by the Education & Leadership Initiatives department at Alpha Chi Omega.
2. Meet the needs of the chapters within the realm of chapter programming by staying abreast of trending topics and issues and providing relevant programs.
3. Assess the needs of our chapters by surveying chapter members, consultants, advisors, and volunteers.
4. Be resources for each other as a team and work together to provide purposeful programs.
5. With the collaboration of the Lead Specialist for Chapter Programming, create and adhere to clear and consistent deadlines (for example, each individual should create one to two PWPs per semester, and more when possible and should create a deadline that works well for her schedule that semester).
6. When asked, communicate locally or remotely with chapters utilizing Programs with Purpose to help them to implement the program successfully in their chapters.

Working Relationships: Reports to Lead Specialist – Chapter Programming. Works in tandem with Education & Leadership Initiatives Staff and directly with collegiate chapter officers and advisors.

Qualifications: An alumna in good standing; belief in Alpha Chi Omega's values and brand identity; ability to coach and mentor others; ability to understand and develop programming for collegiate and alumnae audiences; ability to think strategically to accomplish above stated outcomes.