



Coordinator of Programming

Theta Phi Alpha is seeking applications for the Coordinator of Programming position within our organization. Reporting to the Director of the Collegiate Services, the Coordinator of Programming provides administrative, program development, and training support pertaining to programming activities and initiatives.

The Coordinator of Programming must interact with the National Vice President - Programming (NVP-P) and volunteers associated with the programming process. Duties include but are not limited to:

- Assist in establishing timelines and schedules pertaining to all annual educational programs (i.e. Theta Phi Days, Officer Leadership Training, and other educational programming).
- Develop curriculum for annual educational programs (i.e. Theta Phi Days, Officer Leadership Training, and other educational programming).
- Provide logistical and training support for volunteers, speakers, coordinators, and facilitators.
- Ensure that educational materials are current and properly distributed.
- Assist in selection of potential volunteers for use in educational programs.
- Serve as on-site coordinator (as necessary) for educational programs.
- Work with Director of Communications to properly market events and provide information before, during, and after each event.
- Develop chapter specific programs to meet the needs of Chapter Officers and members at the collegiate level (i.e. programming topics around risk management, recruitment, etc.).
- Collaborate on the development and implementation of programs for the Leadership Consultant staff to utilize while on the road visiting chapters and emerging chapters/colonies.
- Manage program feedback survey and provide executive summaries to the Executive Director, Director level staff, and National Officers as necessary.

Candidates should meet the following minimum qualifications:

- Possess knowledge of Greek-lettered organizations including operations and current issues;
- Bachelors degree in education, instructional design, or a comparable major from an accredited school;
- Strong PC proficiency and MS Office Skills;
- Excellent organizational skills;
- Ability to manage time efficiently in order to complete tasks and meet deadlines;
- Ability to handle and keep extremely sensitive and confidential information;

- Ability to work with multiple National Officers and volunteers, under the direction of the Director of Collegiate Services and the Executive Director;
- Ability to effectively prioritize work and manage multiple tasks;
- Excellent interpersonal skills with the ability to relate to diverse groups and people.

Preferred consideration will be given to candidates who meet these additional qualifications:

- Member of Theta Phi Alpha or another National Panhellenic Conference (NPC) member sorority;
- Advanced training in curriculum design or educational program design and implementation;
- Served as a leader at the collegiate level or as a Leadership Consultant of a fraternal organization.

Interested individuals should submit a cover letter, resume/vitae, and at least three references for review and consideration to Shane McGoey, Ph.D., Executive Director, Theta Phi Alpha National Office, 27025 Knickerbocker Road, Bay Village, Ohio 44140 or email to smcgoey@thetaphialpha.org.

Compensation will be commensurate with experience.