

# Theta Phi Alpha

## Job Description

**Title:** Coordinator of Programming

**Reports to:** Directly to Director of Collegiate Services; Indirectly to Executive Director

**Status:** Full Time Non-Exempt, Annual

**Date:** September 28, 2018

### **General Summary:**

The Coordinator of Programming provides administrative, program development, and training support pertaining to programming activities and initiatives.

### **Duties & Responsibilities:**

The Coordinator of Programming must interact with the National Vice President - Programming (NVP-P) and volunteers associated with the Programming process pertaining, but 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 in 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.
- Serve as the primary liaison with our preferred vendor for the fraternity store, the Penguin Shoppe.

Other duties may be assigned to the Coordinator as necessary, including special projects.

### **Minimum Requirements:**

- Bachelors degree from an accredited college or university;
- Possess knowledge of Greek-lettered organizations including operations and current issues;
- 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 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 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.

**Physical Demands/Working Conditions:**

- Intermittent physical activity including walking, stair climbing, prolonged sitting, lifting of office supplies, shipping materials, etc.
- May be exposed to minor injuries such as paper cuts.
- May be expected to work evening and/or additional hours as needed.

Remote work will only be considered for this position for an ideal candidate who has demonstrated professional experience.

To apply, please send a resume, cover letter, and a list of 3 professional reference to Kathryn Hartmann, Executive Director at [executivedirector@thetaphialpha.org](mailto:executivedirector@thetaphialpha.org). Application review will begin immediately and go until the position is filled. Priority will given to all resumes received by October 15, 2018.