



Staff Position Description:
Education and Leadership Team Member

Inherent in each staff position within Alpha Xi Delta Fraternity is an obligation to commit to the Fraternity's vision: *Inspiring women to realize their potential*. Further, each position includes a responsibility to promote and carry out the Fraternity's mission: *To enrich the life of every Alpha Xi Delta*.

RESPONSIBLE TO: Director of Education and Leadership

DEPARTMENT AND CLASSIFICATION: The Education and Leadership Team Member is a part of the Executive Department. The position is classified as exempt.

PURPOSES AND BASIC FUNCTIONS:

- Works strategically to improve the overall education, leadership and training of members.
- Promotes volunteer and alumnae involvement throughout membership.
- Seeks to remain current on issues affecting college campus life, as well as those affecting alumnae members.

INTERNAL RELATIONSHIPS: Every Alpha Xi Delta staff member is integral in fulfilling the Fraternity's vision and mission. Although a position may generally require collaboration more with one staff member than with another, all staff members work cooperatively and respectfully with each other. Staff members have regular contact with volunteer leaders, college chapters, alumnae associations and college/university personnel.

EXTERNAL RELATIONSHIPS: Develops and nurtures relationships with professional organizations, other fraternal organizations and community partners that serve and educate.

DUTIES AND RESPONSIBILITIES

- Creates, evaluates and revises the content for Alpha Xi Delta's summer leadership program, The Founders' Academy.
- Develops content for programs as assigned.
- Maintains the New Member program to ensure it provides opportunities for our newest members to create deep, meaningful relationships with each other, the chapter and our national organization.
- Develops assessments and evaluations for programming to ensure congruency with the Fraternity's mission and values. Utilizes the data to recommend improvements for programming and servicing.
- Coordinates data-driven recommendations based on survey and assessment tools to assist volunteers and staff in project management.
- Works in conjunction with the Lifetime Engagement team to recruit, train, support, and manage volunteers for creation and facilitation of programs.
- Conducts research and makes recommendations on best practices on implementing learning, training and member development.
- Seek and maintain knowledge and awareness of current issues, trends, theories, research, and transformative learning practices relating to college students and women in general.
- Assists in creation and implementation of justice, equity, and human dignity related programming.
- Recommends and creates additional programming based on the needs of Alpha Xi Delta's members.
- Assists in the supervision of Leadership Coaches and provides programming and training to the overall Leadership Coach program
- Assists in managing the Fraternity's partnerships (example: Vector), as determined, with outside entities to enhance member's educational access.
- Assists in maintaining the undergraduate member development program to ensure best-in-class, peer-led educational opportunities.

Volunteers

- Identifies, recruits, and assists in the retention of volunteers.
- Participates in developing and promoting the lifetime engagement program.
- Assists in the development and implementation of training for all Fraternity volunteers, as needed and approved.

National Meetings and Training

- Assists in the design and implementation of national meetings, such as National Convention, The Founders' Academy, and the Volunteer Leadership Conference.
- Attends national meetings of other organizations as requested on behalf of the Fraternity.
- Prepares and presents Alpha Xi Delta programs when needed.

Foundation

- Participates in donor cultivation events in the assigned area, as requested by the Director of Development.

Miscellaneous

- Undertakes additional responsibilities and projects as requested or assigned.
- Travels as needed at the request of supervisor.
- Makes own travel arrangements for visits on behalf of the Fraternity.
- Maintains a corporate credit card account, providing all required receipts for reconciliation.
- Maintains and is responsible for business equipment.
- Maintains a safe driving record.
- Proficient in Microsoft Office programs.
- Assists in budget preparation and monitoring of own portion of the Fraternity budget.
- Provides timely feedback to collegians, volunteers and co-workers.
- Utilizes “best practices” in all activities and programming.
- Eligible to work in the United States.