

# Alpha Delta Pi

BE THE FIRST

## EDUCATION AND PROGRAMS SPECIALIST

**DEPARTMENT:** Membership (Education & Programs)

**POSITION TITLE:** Education and Programs Specialist

**GENERAL DESCRIPTION:** The Education and Programs Specialist works with the development, creation, and implementation of education and programming (including officer/advisor training, health and safety, and leadership development). The specialist supports the development of member education, leadership experiences, and training's including both large scale events and content for chapter meetings or programs.

### Duties Performed

- Support educational initiatives and programs as they relate to the sorority's strategic plan.
- Maintain knowledge of current issues facing collegiate and alumnae women; provide resource materials on current issues to staff and volunteers.
- Assist with development of prevention education and risk reduction efforts for the Sorority.
- Support and contribute to content and curriculum development for sorority conferences (including but not limited to volunteer and officer training, Officer Academy, Leadership Seminar and Grand Convention). Support may include the oversight, updating and developing of the curriculum and may also include assisting with logistical planning and communication with facilitators, staff, participants, and key stakeholders.
- Develop educational content for training and support, including resources; e-learning content, and workshops to be utilized by collegiate officers, collegiate members, alumnae volunteers, and staff members.
- Develop and revise educational programming, presentation, and teambuilding and facilitation resources for alumnae volunteers and chapter members.
- Partner with the Collegiate Services Team to monitor current trends and educational needs for chapters. Provide support for the chapter accountability process.
- Serve as project manager for prevention and wellness programs, including Stop the Hazing campaign and Live Your Oath campaign.
- Partner with volunteer committees and programming teams on educational initiatives. Provide staff support and expertise to individuals assigned to content or curriculum projects.
- Manage the Library (members only e-learning hub) and troubleshoot technical issues.
- Write grants in support of sorority educational programming and initiatives.
- Present educational programs at chapters, leadership conferences, and conventions; as well as at regional student leadership conferences and national professional conferences as needed.
- Answer questions and train collegians, staff, and alumnae volunteers in various areas of Sorority policy and the concept of risk reduction, as needed.

### Expectations

- Consistently demonstrate through words, actions, and interactions, alignment with Alpha Delta Pi's values and strategic direction, focusing on the success of the Sorority.

- Demonstrate a positive, problem-solving mindset with a spirit of teamwork.
- Maintain high professional standards.
- Promote the ongoing development of a service relationship with volunteers, International Officers, and all members of Alpha Delta Pi.
- Maintain positive public relations within Alpha Delta Pi, among all entities, in contact with other NPC and NIC groups, university officials, vendors and others.
- Represent Alpha Delta Pi within related professional organizations as approved by supervisors.
- Promote a sense of pride in Alpha Delta Pi and a strong sisterhood across organization.
- Willingness and ability to travel as needed and requested. Travel may include Alpha Delta Pi conferences, relevant industry workshops or conferences, and chapter specific educational programs as needed.

## Suggested Background and Experience

- Bachelor's degree; Master's degree preferred.
- 3+ years of professional experience or equivalent.
- Experience in leadership development, prevention education, and knowledge of student development theory.
- Previous Alpha Delta Pi, campus, and/or volunteer-support organization experience.
- Experience creating, developing, and assessing educational programs in an undergraduate or professional environment.
- Experience with writing curriculum and instructional design.
- Preferred experience with online learning tools such as Articulate Storyline.
- Knowledge or willingness to learn about online learning and learning management systems (LMS).
- Experience working in a cross-functional team environment or volunteer-based organization preferred.
- Proactive, self-directed, and able to independently solve problems.
- Outstanding organizational skills, ability to multitask, and work under pressure in a dynamic environment.

**DEGREE OF SUPERVISION:** Moderate

**FROM:** Director of Education and Programs

**STATUS:** Non-Exempt

**EMPLOYMENT LOCATION:** Alpha Delta Pi's Executive Office in Atlanta, GA preferred; remote work may be considered. Remote work is not eligible in the following states: CA, NY, NJ, HI, AK