

# Alpha Delta Pi

BE THE FIRST

## EVENTS AND EDUCATION COORDINATOR

**DEPARTMENT:** Membership

**TEAM:** Education and Programs

**POSITION TITLE:** Events and Education Coordinator

**GENERAL DESCRIPTION:** The Events and Education Coordinator manages the planning and execution of Alpha Delta Pi's meetings and events and supports other departmental initiatives as needed.

### Duties Performed

- Plan, organize, and manage execution of Alpha Delta Pi's meetings and events (including but not limited to Grand Convention, Leadership Seminar, Officer Academy):
  - Manage site selection process (city and property)
  - Manage all contract negotiations with hotel properties
  - Prepare and monitor budgets for meetings
  - Assist with content and development of registration forms and interest survey communications
  - Organize and secure all hotel reservations by providing hotel with rooming lists
  - Gather, consolidate, and provide hotels with meeting room setups and AV requests
  - Plan menus and provide meal guaranteed numbers to hotels
  - Monitor attendees' transportation schedules and arrange ground transportation to and from hotels
  - Coordinate supplies needed, printing of programs, name tags, facilitators' printing requests, display and merchandise setups and other requests
  - Monitor and approve all billing for meetings
  - Provide training for staff and Leadership Consultants specific to their roles and responsibilities at events
  - Coordinate registration and confirmation with office staff
  - Mobilize and direct onsite staff
  - Troubleshoot and manage logistics onsite of banquets, room set ups, facilitator's needs, sleeping rooms, and AV
- Manage relationship with travel vendor and monitor compliance of Travel & Expense Reimbursement Policy:
  - Partner with Operations team to revise Travel & Expense Reimbursement Policy as needed
  - Distribute travel procedures to all International Officers and staff, help coordinate training, and ensure compliance
  - Assist with travel and logistical arrangements (hotel, ground transportation, and registration) for international officer travel, group travel to committee or district meetings, Grand Council meetings, extension projects, national and regional Greek meetings, and larger events as necessary
- Support other Education & Programs department initiatives as needed including:
  - Maintain and update online resources, manuals, and job aides
  - Manage online meeting calendar, including scheduling of webinars and virtual meetings
  - Support development of education, officer training, and leadership programs

# Expectations

- Ability to work independently and take initiative.
- 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 meetings and events and relevant industry workshops or conferences,

# Suggested Background & Experience

- Bachelor's Degree
- Previous sorority, campus, and/or volunteer-support experience
- Experience managing multiple (e.g. simultaneous) large and small projects from idea inception to rollout, including meeting resource budgets and timelines
- Demonstrated customer service skills and strong professional presence
- Strong negotiation and contract management skills
- 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:** Full-time, Exempt

**EMPLOYMENT LOCATION:** This position is based at Alpha Delta Pi's Executive Office in Atlanta, GA. to perform tasks that are generally required to be performed in-person. Atlanta based staff participate in a hybrid work schedule that may be granted after the first 90-days of employment. Alpha Delta Pi reserves the right to change work status with notice to employee.