



# PHI SIGMA SIGMA

---

## COORDINATOR OF PROGRAMS AND EDUCATION POSITION DESCRIPTION

**Reports to:** Associate Director of Programs & Education  
**Location:** Remote, travel up to 50%  
**Classification:** Full-time, exempt  
**Target Start Date:** June 1, 2022

### Summary

The coordinator of programs and education is responsible for developing, implementing and evaluating chapter programming in the areas of academic achievement; leadership; personal development; philanthropy; and diversity, equity and inclusion (DEI). The coordinator will also assist in scheduling and tracking all educational initiatives for the Fraternity.

### Specific Responsibilities

- Create and update training materials and resources focused on the programming areas of academic achievement, leadership, personal development and philanthropy
- Facilitates in-person and remote chapter-level programming
- Provides programming support for officer training and transitions
- Collaborates with team members on volunteer programming specifically for chapter key advisors (CKAs) and advisory board members
- Assists in the training of educational leadership consultants (ELCs) and chapter coaches
- Supports the Programs & Education team in handling administrative tasks including communicating with chapter officers, scheduling meetings and editing documents and spreadsheets
- Provides coordination and project management in areas related to DEI initiatives and contractors for collegiate chapters

### Qualifications

- Bachelor's degree required; Master's degree preferred
- 1-5 years of previous professional experience in curriculum design, higher education, student affairs or a related field. Experience working with a fraternal membership organization preferred, but not required.
- Skilled in Microsoft (Outlook, Word, Excel, Teams and Power Point) and knowledge of learning management systems (LMS)



- Strong written and verbal communication, administrative, interpersonal and organizational skills
- Demonstrated ability to present content to large groups and interact with a wide range of members and constituents

### **Compensation & Benefits**

- Opportunity to participate in the following benefit programs: health, dental, 401k
- Flexible PTO per our Responsible PTO Policy
- Short-term disability insurance

### **How to Apply**

Interested applicants should submit a cover letter, resume and application on the Phi Sigma Sigma website. **The priority deadline for applications is Monday, May 16, 2022.**

[CLICK HERE TO APPLY](#)

If you have any questions about the position or application, please contact us at [resumes@phisigmasigma.org](mailto:resumes@phisigmasigma.org).

*Disclaimer: The above statements are not intended to be an exhaustive list of all responsibilities, duties and skills required. Nothing in the job description restricts Phi Sigma Sigma's right to change, assign, or reassign duties and responsibilities at any time, for any reason.*