

Alumnae Initiate Specialist

Supervisor: Alumnae Initiate Team Leader

Department: Alumnae Engagement

Date Created or Revised: September 2022

Summary

The alumnae initiate specialist reports to the Alumnae Initiate Team Leader. The alumnae initiate specialist is responsible for the outreach, promotion, education and facilitation of the alumnae initiate program. This person may serve as a sponsor for an alumna initiate.

Responsibilities

- Actively educate and bring awareness to the alumnae initiate program through established resources.
- Assist potential alumna initiates and/or sponsors to obtain completed application packet.
- Share the responsibility of delivering Fidelity to New Members with the Alumnae Initiate Team Leader.
- Support the alumna initiate in completing Fidelity for New Members prior to Initiation.
- Ensure all materials necessary for Initiation are accurately completed.
- Help facilitate virtual Initiation ceremony for alumnae initiates.
- Serve as a sponsor for alumna initiates, if needed.
- Prior to Initiation, review the candidate's answers to the Gamma Phi Beta New Member Exam (as part of the last online lesson).
- Maintain communication with alumnae initiate team leader on status of alumnae initiates by meeting once a month and communicating pertinent information via email.
- Train successor to ensure a thorough transition; send all materials (paper and electronic) belonging to Gamma Phi Beta and pertaining to this position in a timely fashion.
- Serve as a positive role model and promote lifetime membership to all members of the Sorority.
- Perform other duties as assigned.

Expectations

- This role requires one to two hours per week, on average.
- No travel is expected for this role. Any changes in travel expectations will be communicated.
- Complete all Fidelity volunteer modules and other required training.
- Pay **annual international alumnae dues** or be a **Life Loyal member**. To check if you are in good standing, login at GammaPhiBeta.org > Member > My Profile. On the first tab, if your paid through date is blank or if the date is in the past, you have not yet paid this fiscal year. If you are Life Loyal, you have paid for life and are in good standing!
- Respond to all communication within 48 hours.

Preferred Competencies and Experiences

- Strong understanding and experience related to alumnae engagement in Gamma Phi Beta.
- Self-awareness of strengths, challenges and motivation for volunteering.



- Effective, clear and timely written and verbal communication.
- Experience working on a team to meet established goals
- Ability to think critically about issues to propose a solution.

