

Program Facilitator - The Clara Project

Supervisor: Director of Education

Department: Education

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Purpose

The Clara Project facilitator will facilitate content for Gamma Phi Beta's The Clara Project (TCP), a series of virtual learning opportunities for members seeking to develop their board-level competencies and high-level leadership skills. This program will feature eight virtual, interactive modules that will also include coaching, small group work, self-assessments and exposure to both high-level Gamma Phi Beta leaders and current International Council initiatives. This guided learning experience will include governance model education, board leadership roundtable discussions, study of personality types, conflict styles, case studies modeled after former or current Sorority issues and more.

Curriculum delivery in TCP is divided between small group and large group sessions. Individuals in the Program Facilitator - The Clara Project role will deliver content during the small group sessions. This includes delivering program curriculum, facilitating discussion, fostering relationships with and between participants, engaging in regular communication with TCP large group facilitator(s) and providing feedback. Facilitators will also be responsible for delivering curriculum that supports participants' growth in alignment with the following program learning outcomes. At the end of TCP, participants should be able to:

- Articulate the core responsibilities of a board.
- Identify individual strengths and skill gaps in relation to board service or committee leadership.
- Apply board-level skills to a case study analysis exercise.
- Determine where skills gained through TCP are best applied.

The role is open to members of Gamma Phi Beta who are in good standing (current on payment of annual international alumnae dues or a Life Loyal member). Previous facilitation experience and/or participation in past programs offered by the Leadership Development Committee (LDC) strongly encouraged. Additional information about programming offered by the LDC can be found on GammaPhiBeta.org.

What is the time commitment for TCP facilitator role?

Facilitators are expected to participate in all sessions of TCP. Additionally, they are also expected to participate in facilitator training and session debriefs as necessary. Session dates are final and will not be adjusted.

- Facilitator Training: Wednesday, August 20, 6-8 p.m. MT*
- Session: Wednesday, September 10, 5:30-7:30 p.m. MT
- Session: Wednesday, September 17, 5:30-7:30 p.m. MT
- Session: Wednesday, September 24, 5:30-7:30 p.m. MT
- Session: Wednesday, October 1, 5:30-7:30 p.m. MT
- Session: Wednesday, October 8, 5:30-7:30 p.m. MT

- Session: Wednesday, October 15, 5:30-7:30 p.m. MT
- Session: Wednesday, October 22, 5:30-7:30 p.m. MT
- Session: Wednesday, October 29, 5:30-7:30 p.m. MT
- Facilitator debrief: Wednesday, November 5, 5:30-7:30 p.m. MT

***Note:** Dates and times are subject to change.

Anyone interested must be able to commit to all session dates as the success of this program relies on group interaction and participation.

Responsibilities

- Facilitate TCP curriculum for program participants.
- Coach and mentor participants through small group facilitation.
- Provide feedback to staff and LDC volunteers on educational content.
- Coach and mentor participants through small group sessions.

Expectations

- Participate in all required training and event dates as outlined above.
- Review educational material before each session and prepare as needed on your own time.
- Complete online learning modules as assigned in Fidelity, the Sorority's learning management system.
- Be in good standing by paying **annual international alumnae dues** or being a **Life Loyal** member.

Preferred Experiences and Competencies

- Preferred experiences:
 - Proven track record in program facilitation and delivery in either in-person or virtual formats.
 - Past participation in TCP programming.
 - Competence in facilitating conversations that both discuss and foster belonging, equity, diversity and inclusion.
 - Advocacy for the Sorority experience.
- Competencies:
 - Communication: Prepares prior to communicating; employs active listening skills; applies feedback from others to improve communication.
 - Critical Thinking: Provides alternative perspectives; describes complexity of issues.
 - Diversity and Inclusion: Recognizes how personal identity influences leadership; initiates interactions with individuals of identities different than their own; evaluates the role of personal bias in decision-making.
 - Resilience: Manages difficult change and ambiguity; employs strategies to adapt to needs in the moment.
 - Teamwork: Demonstrates positive team dynamic behaviors; manages tasks and activities based on team needs.

How do I apply?



The application deadline is Sunday, July 27, 2025, at 11:59 p.m. MT. Gamma Phi Beta is currently seeking a minimum of two facilitators; however, additional facilitators may be selected should participant numbers necessitate a larger facilitation team.

