

Gamma Phi Beta Sorority, Inc. Job Description



GAMMA PHI BETA

Job Title: Collegiate Leadership Consultant

Reports To: Chapter Services Manager

Status: Exempt

Division: Member Experience

Department: Chapter Services

Revised: November 2017

Summary

This position is primarily responsible for furthering the mission, vision and values of the organization by serving as an ambassador of International Gamma Phi Beta by traveling to collegiate chapters to perform leadership, officer, and program training, guide chapters in self-assessment, facilitate workshops, share ideas, provide information and education on Gamma Phi Beta policies and procedures, and assist recruitment preparations and processes by performing the following specific duties:

Essential Job Functions and Responsibilities

Core duties and responsibilities include the following. Other duties may be assigned.

- Act as an International Gamma Phi Beta ambassador for collegiate chapters including, but not limited to:
 - Plan and present workshops and implement appropriate programs to assist collegiate chapters in achieving their goals.
 - Coordinate effective, creative training and guidance for collegiate chapter officers.
 - Evaluate collegiate chapters and assist with needs assessments and goal setting.
 - Evaluate, collect and distribute resource materials from and for collegiate chapters.
 - Provide on-going constructive feedback, ideas and suggestions to the chapters.
- Assess chapters in areas of risk management and prevention education in relation to safety and health, as well as legal and regulatory compliance related to hazing prevention education.
- Oversee financial management of assigned chapters.
- Partner with other International Headquarters professional staff members in supporting assigned collegiate chapters.
- Work with the regional teams managing the assigned chapter(s) to ensure a productive and appropriate chapter visit.
- Work with volunteer leaders in the Membership department on extension and recruitment projects.
- Work with new chapter volunteer leaders on new chapter projects.
- Communicate with chapter advisors and/or other advisory board members.
- Communicate with the campus Fraternity/Sorority Advisor(s).
- Communicate with and utilize Gamma Phi Beta's volunteer leaders according to their area of responsibility and expertise.
- Submit chapter visit reports and correspondence to International Headquarters within seven (7) days following each visit.
- Participate in consultant training and debriefings.

Additional Job Functions

- Generate positive public relations between International Gamma Phi Beta and collegiate chapters.
- Act as a positive role model of Gamma Phi Beta.

- Support and promote International Gamma Phi Beta policies, procedures and initiatives.
- Submit expense reports with receipts and time reports to International Headquarters at the appropriate deadlines.
- Attend Convention, REAL Leadership Conferences and/or REAL Leadership Institute and other programming opportunities as authorized and assist as instructed.
- Publicize consultant position and identify consultant candidates.
- Assist with International Headquarters projects as needed.
- Complete online training modules in Fidelity, as assigned.
- Utilize social media (including but not limited to Facebook, Instagram, etc.) appropriately to communicate effectively with collegians, advisors and volunteers as needed and as directed by the chapter services manager.
- Perform other duties as assigned.

Education and/or Experience

Bachelor's degree from four-year college or university required.

Computer Skills

To perform this job successfully, an individual should have knowledge of: Spreadsheet software (Excel); word processing software (Word); electronic mail software (Outlook); Presentation software (PowerPoint).

Other Skills, Abilities and Qualifications

- Strong analytical thinking and interpersonal skills.
- Excellent organizational, verbal and written communication skills including presentation skills.
- Professional, outgoing, customer-service oriented manner.
- Leadership or supervisory experience preferred.
- Demonstrated ability to lead a team in a highly collaborative environment.
- Able to work a flexible schedule to include travel as well as weekends and holidays.
- Detail-oriented with “big picture” vision, and effective work practices under pressure while meeting all applicable deadlines.
- Proactive, self-directed, and able to independently solve problems.
- Gamma Phi Beta membership required.
- Ability to lift and move up to 50 lbs.

Business Related Contacts

International Headquarters staff, International Council, advisory boards, Sorority members, Sorority volunteers, as well as Gamma Phi Beta Foundation and Gamma Phi Beta Facilities Management Company staff and volunteers.

Location

This position is based at Gamma Phi Beta International Headquarters in Centennial, Colorado, but requires consistent and frequent travel.