

**Announcing an exciting job opportunity available with Chi Omega Fraternity!**

## **Programming Specialist**

Chi Omega Fraternity is seeking a Programming Specialist to support a variety of Fraternity programs. This position will report to the Director of Training and Programming.

Types of programs the Programming Specialist may support include, but are not limited to, the following:

- **Member Engagement:** Educational programs, resources, and events that help our members experience extraordinary, lifelong Sisterhood.
- **The Nancy Walton Laurie Leadership Institute of Chi Omega:** The Laurie Leadership Institute provides leadership education and life skills workshops to collegiate and alumnae members, in a variety of formats and locations.
- **Risk Management:** Chi Omega Fraternity provides a toolkit of online and in-person resources to educate members about alcohol and other substance use and abuse, particularly offering strategies to foster healthy decision-making.
- **Training and Resource Center:** Online resources and e-learning modules available to all members, including collegians, advisors, volunteers, and general alumnae.

Specific duties may include:

- Arranging logistics for chapter, regional, and national workshops and leading communication efforts for said workshops.
- Providing logistical oversight for and customer service to members participating in our risk management programs.
- Coordinating the application process and event planning efforts for the Laurie Leadership Institute.
- Communicating with and meeting the needs of our national volunteers.
- Developing presentation tools and resources, including e-learning content.
- Reviewing assessments, evaluations, and other reporting mechanisms for programming and grant-funded workshops.
- Fulfilling other administrative responsibilities as assigned.

This position requires:

- Excellent interpersonal skills, including an optimistic, flexible attitude and a strong sense of teamwork.
- Ability to work independently and remain motivated and deadline-oriented.
- Strong organizational skills, including ability to prioritize and manage multiple tasks.
- Attention to detail and accuracy.
- Excellent written and oral communication skills.
- Experience managing small and large projects with key deadlines.
- Excellent computer skills, including experience with Microsoft products.
- Ability to work well with others with a strong sense of teamwork and cooperation.
- Willingness to train, cross-train, and develop skills beyond this description.

Experience with curriculum development, graphic design, and/or volunteer management would be advantageous to the role. Chi Omega membership is preferred.

This position is full-time and non-exempt. The Programming Specialist will work from the Chi Omega Executive Headquarters in Memphis, Tennessee.

Founded in 1895 at the University of Arkansas, Chi Omega is the largest women's fraternal organization with over 345,000 initiates and 180 collegiate chapters. Chi Omega is an intergenerational women's organization forever committed to our founding purposes: friendship, personal integrity, service to others, academic excellence and intellectual pursuits, community and campus involvement, and personal and career development. Our website is [chiomega.com](http://chiomega.com).

Applications will be accepted immediately with the desire to fill the position as soon as possible. Qualified and interested applicants should send a cover letter and resume, including salary requirements, and references to:

Jessica King  
Director of Training and Programming  
Chi Omega Fraternity  
3395 Players Club Parkway  
Memphis, TN 38125  
Email: [jking@chiomega.com](mailto:jking@chiomega.com)