

**ANNOUNCING A NEW, EXCITING OPPORTUNITY AVAILABLE WITH  
CHI OMEGA!**

## **PROGRAMS COORDINATOR**

Chi Omega Fraternity is seeking a Programs Coordinator to support a variety of educational programming for the Fraternity. This position will report to the Director of Training and Programming.

Types of programs the Programs Coordinator 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.
- **Wellness and Safety Education:** Chi Omega Fraternity provides a toolkit of online and in-person resources to educate members about topics like alcohol and other substance use and abuse, mental health, and 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:

- Serving as the point person for Chi Omega's 50+ national volunteers on both the Nancy Walton Laurie Leadership Institute Team and the Risk Management Committee to ensure success of the team and impact on participants.
- Managing the organization of national volunteer resources and communication for training and visit planning purposes.
- Planning logistics and leading communication efforts for approximately 20 chapter and regional sessions per semester that showcase Chi Omega's grant-funded programming for audiences ranging in size from 15 to 350+.
- Plan, coordinate, and manage event logistics, vendors, volunteers, applications, and participants for the four annual large-scale events hosted by the Laurie Leadership Institute.
- Crafting clear, consistent, and targeted written communications aimed to influence and educate members and stakeholders.
- Collaborating with organization departments to effectively market in-person and online offerings.
- Implementing and monitoring Wellness and Safety Education for all Chi Omega chapters, while tracking progress and completion.
- Providing logistical oversight for and customer service to collegiate members participating in our risk management programs.
- Developing presentation tools and resources, including e-learning content.

- Drafting workshop materials, presentations, workbooks, and facilitator guides at the direction of content experts.
- Serving in an administrative role for Chi Omega's Training & Resource Center, helping to manage and update documents for members.
- Developing the mobile event apps, event websites, and event registrations for chapter sessions and large-scale events.
- Reviewing assessments, evaluations, and other reporting mechanisms for programming and grant-funded workshops.
- Fulfilling other administrative responsibilities as assigned.

This position requires:

- Professional personal presence in appearance, behavior, and demeanor at all times.
- 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.
- Demonstrated experience managing small and large projects with key deadlines.
- Exceptional computer skills, including experience with Microsoft products.
- 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. Preference will be given to candidates who are able to be based in Memphis, TN and work from the Chi Omega Executive Headquarters. However, we are open to remote work candidate consideration as long as frequent trips to the Executive Headquarters are possible.

Founded in 1895 at the University of Arkansas, Chi Omega is the largest women's fraternal organization with over 385,000 initiates and 181 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:

Rachel Abrahams  
 Chief Experience Officer  
 Chi Omega Fraternity  
 3395 Players Club Parkway  
 Memphis, TN 38125  
 Email: [rachel.abrahams@chiomega.com](mailto:rachel.abrahams@chiomega.com)