



## **Position Description**

**Job Title:** Outreach Coordinator

**Organizational Mission Statement:** To nurture and further a dynamic, values-based environment, which utilizes our historically Latino-based fraternity as a catalyst to better serve the needs and wants of all people.

**Basic Function:** To provide direct outreach via multiple mediums to members of collegiate entities; assisting them with problem solving, referring them to the appropriate university or volunteer resource, and/or informing them of fraternity business.

**Employment Type:** Part-Time Hourly

### **Position Description**

- Engage in direct conversation with each Regional Director 3 times per semester with the outcome being the creation of a priority contact list for outreach
- Successful outreach to each entity on the Priority Contact List
- Outreach to entities with past-due balances
- Outreach to entities who fail to complete paperwork on time
- Outreach to entities deemed in need of new membership recruitment support
- Outreach to chapter presidents who did not make the Presidents Call
- Outreach to chapter presidents whose term ends to ensure successful transition of knowledge between executive boards.
- Outreach to Chapter Advisors and coordination with Chapter Presidents
- Outreach to university administrative staff when appropriate/required
- Case management notes and reports of outreach activities

## **Required Qualifications**

- Available to contact chapter membership during hours that are convenient to the membership.
- Must be self-motivated and driven.
- Strong leadership and problem-solving skills.
- Strong interpersonal, communication, and organization skills (verbal and written).
- Commitment to and awareness of diversity in all forms.
- Comfort with a remote work environment and appropriate technologies.

## **Preferred Qualifications**

- Leadership experience in student organizations or related groups.
- Exposure to fraternities in the areas of recruitment, membership development, and/or risk management.
- Comfort with directly addressing needs and required submissions of undergraduate members.
- Case management experience or exposure.

**Start Date:** 09/09

**Supervisor:** Executive Board of Directors Chairman

**Location:** Remote, monthly stipend provided for remote work needs

**Compensation:** \$20/hr

**To Apply:** Send your resume to [search@sigmalambdabeta.com](mailto:search@sigmalambdabeta.com)