

**EDUCATION PROGRAMS AND
TRAINING COORDINATOR (S)**

POSITION:	Education Programs and Training Coordinator (S)	
RESPONSIBILITIES:	Coordinate the development, implementation and evaluation of instructor-led educational programs for Kappa Kappa Gamma, including all harm-reduction educational programming, Every Member Education, and leadTODAY.	
CLASSIFICATION:	Coordinator	
SALARY RANGE:	\$35,000–\$39,000 Based on experience.	
DEPARTMENT(S):	Education and Training	
REPORTS TO:	Manager of Education Programs and Training	
QUALIFICATIONS AND SKILLS:	<p>Bachelor’s degree is required. Master’s degree in higher education, training and development, or other related field is desired. Minimum of two years of experience in education, learning and development, higher education, or other related field. Demonstrated skills, knowledge and experience in the design, delivery, and implementation of instructor-led learning, educational programming, event planning, and project management.</p> <p>The ideal candidate has strong creative, strategic, analytical, organizational and interpersonal skills; demonstrated oral and written communication skills and computer literacy; is able to set priorities in a fast-paced environment; takes initiative to identify and communicate potential needs or problems; is able to work independently and continuously manage multiple projects; has experience working with budgets, customers, and volunteers; and has the ability to work some evenings and weekends as well as travel out of town and overnight.</p>	
DUTIES DESCRIPTION:		
Percent	Description	
30	Coordinate instructor-led educational programs for Kappa Kappa Gamma and assist the Manager of Education Programs and Training in the recruitment, selection and training of facilitators for these events. Develop program materials and purchase supplies. Plan and execute program logistics (e.g., travel, lodging, setup, packing, etc.). Coordinate registration for events. Send and compile participant evaluations and results. Provide event reports to appropriate individuals.	
20	Create instructor-led educational programs for delivery by Every Member Education Trainers, Kappa volunteers, chapters, and associations. Write curriculum. Develop program structure. Create supplementary documents (e.g., logistics, correspondence, job aids, etc.). Pilot and evaluate new programming.	
15	Assist the Manager of Education Programs and Training with the recruitment, training, logistics, and evaluation of EME Trainers.	

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15	Assist the Manager of Education Programs and Training with all logistics, supply purchasing, volunteer coordination, meals, event details, and curriculum for Kappa Kappa Gamma’s leadership programs (e.g., leadTODAY and Leadership Academy) and harm-reduction series.
10	Facilitate educational programs for chapters, associations, Kappa Leadership Conference, leadTODAY, and in-house meetings as requested. Provide training to Fraternity volunteers, program facilitators, leaders, and staff. Facilitate training at meetings as assigned.
5	Research, plan and implement an evaluation and assessment strategy for the education and training programs and resources provided by Kappa Kappa Gamma.
5	Other duties as assigned.