

PURPOSE

Supervise the development, implementation and evaluation of all harm-reduction educational programming and the Every Member Education (EME) Trainer program. Supervise leadership initiatives through the leadTODAY program. Develop instructor-led curriculum for Fraternity programs and Every Member Education. Assist with the planning and execution of educational events, such as Leadership Academy, Kappa Leadership Conference, Convention and more.

RESPONSIBILITIES

- Manage the Every Member Education Trainer program, including recruitment, training, certification, evaluation, and budget and grant writing. Coordinate the logistics of all EME Trainer visits, including coordination with chapters, associations, and other Kappa events. Assist with transportation, meals, program materials, preparation, and pre- and post-event participant evaluations. Provide event reports to appropriate individuals.
- Create, develop and implement all EME curriculum, including the harm-reduction series. Coordinate, implement and evaluate harm-reduction programming, including the Alcohol Skills Training Program (ASTP), Behind Happy Faces (BHF), sexual assault prevention, diversity and inclusion, and other programming. Maintain partnerships with curriculum developers and review/update curriculum every three years. Work with the Legal, Risk and Compliance Coordinator to create educational strategies to address harm reduction for Kappa Kappa Gamma and its members.
- Create instructor-led educational programs for delivery by EME Trainers, Kappa volunteers, chapters, and associations. Write curriculum, develop program structure, create supporting documents (e.g., logistics, correspondence, job aids, program supplies, etc.), and pilot and evaluate new programming. This includes Leadership Academy, Kappa Leadership Conference, Associate Council Seminar, and General Convention.
- Coordinate all logistics, supply purchasing, volunteer coordination, meals, and event details for Kappa Kappa Gamma's leadTODAY program. Oversee the application process and selection for the program. Assist with the three-year implementation of leadTODAY with newly installed chapters. Oversee grant writing and budgets for leadTODAY.
- Supervise the Education Programs and Training Coordinator. Work with the Education Programs and Training Coordinator to establish goals, provide coaching conversations and training, and evaluate work.
- Assist with the development, creation and implementation of educational events, such as Kappa Leadership Conference, Leadership Academy and more. This includes logistics, program planning and curriculum development.
- Facilitate educational programs for chapters, associations, Kappa Leadership Conference, Convention, and in-house meetings as requested. Provide training to Fraternity volunteers, program facilitators, leaders, and staff. Facilitate training at Convention, Kappa Leadership Conference, and meetings as assigned.

- Assist with pre-event logistics for Leadership Academy, including selection, registration and travel for all participants and volunteers. Coordinate logistics for the facilitator-in-training program when needed.
- Build and manage campus and community partnerships in addition to coordinating keynote speakers for educational events.
- Other duties as assigned.

POSITION REQUIREMENTS

- A bachelor's degree is required. A master's degree in higher education, training and development, or other related field is desired.
- A minimum of two to four years of experience in education, learning and development, higher education, or other related field is required. The candidate should have demonstrated skills, knowledge and experience in design, delivery and implementation of instructor-led learning, educational programming, event planning, and project management. Prior management experience is beneficial, but not required.
- The ideal candidate has strong creative, strategic, analytical, organizational and interpersonal skills; demonstrated oral and written communication skills and computer literacy; experience managing budgets and working with customers or volunteers; and the ability to set priorities in a fast-paced environment, work independently, and continuously manage multiple projects.
- Must be able to work some evenings and weekends as well as travel.