



# AGR/ SA Leadership Seminar Facilitator Position



Each year, Alpha Gamma Rho, along with the collaboration of Sigma Alpha Sorority, host three regionally held Leadership Seminars throughout the month of February. The core competencies identified by the Leadership Seminar Steering Committee also include programming as it relates to chapter-wide growth and development. Attendees are also exposed to alumni and Corporate Partners who continue to make Leadership Seminars possible. The goal of these Seminars is to provide a high-energy environment for members to actively learn from and alongside their peers on ways to further enhance their personal capacity for leadership. These Seminars are led by four facilitators – two representatives from Alpha Gamma Rho and two representatives from Sigma Alpha Sorority. The ideal facilitator is an individual who is competent in leading adult learners in small and large group settings about personal and professional development.

## ESSENTIAL FUNCTIONS

- Dependable attendance and punctuality
- Experience facilitating adult learning/skill development in small and large group settings
- Able to interact and work with a diverse group of internal/external people
- Team player with the ability to work independently in a frequently changing environment
- Good interpersonal, listening, written, and verbal communication skills
- Confident in speaking in front of small and large groups

## GENERAL DUTIES AND RESPONSIBILITIES

- Facilitate the Alpha Gamma Rho and Sigma Alpha Sorority Leadership Seminars
- Work with the Curriculum Consultant to create, edit, and finalize Leadership Seminar curriculum through email, conference calls, and training sessions
- Participate in coaching sessions and take an active role in growing as a facilitator each week
- Correspond with local, regional, and national Fraternity and Sorority staff
- Administrative tasks which include, but are not limited to, timely completion of expense reports, scheduling of their travel, organizing registration and rooming, tracking inventory, setting up audio and visual equipment when needed, etc.
- Business attire is required that is compliant with the Alpha Gamma Rho/Sigma Alpha Sorority dress codes and guidelines

## EDUCATION

- College diploma or equivalent (required)
- Alumnus/Alumna of Alpha Gamma Rho or Sigma Alpha Sorority (required)

## EXPERIENCE

- One to two years of past experience teaching workshops/seminars
- Previous curriculum writing experience for our target audience is desired
- Experience in local, regional, and/or national Alpha Gamma Rho/Sigma Alpha Sorority is desired

## TIME COMMITMENT

- Required to attend two in-person meetings. The orientation/training weekend will be in September 2021 (Friday-Sunday) and the run through weekend is in November 2021 (Friday-Sunday).
- Required to attend all 2022 Leadership Seminars: (Thursday arrival and Sunday departure) Four Leadership Seminars total, a combination of both in-person and virtual offerings.
  - TBD
  - TBD
  - TBD
  - TBD

## APPLICATION DIRECTIONS

- To apply, submit an application using the following link: [Facilitator Position](#)
- In addition, include a cover letter, resume, a letter of reference, and an example of work in PDF format.
  - The work example could be an outline of previous work, a presentation, a PowerPoint, a lesson plan, etc. on a topic of your choice that is relevant to the mission of Leadership Seminars.

\*Questions may be directed to Grant Bargfrede at [grant@alphagammarho.org](mailto:grant@alphagammarho.org) or 816-891-9200 and/or Jessica Graham at [professionaldevelopment@sigmaalpha.org](mailto:professionaldevelopment@sigmaalpha.org) or 936-661-1705. **Applications are due by midnight on June 15, 2021.** Skype and/or phone interviews will be conducted prior to selections.