OMEGA PHI ALPHA
NATIONAL SERVICE SORORITY

Position Description— Alumnae Special Projects Coordinator

Title: Alumnae Special Projects Coordinator

General Purpose of Position:
The Alumnae Special Projects Coordinator is a temporary position to assist in all aspects of alumnae programming. This position is ideal for an alum who wants to learn about alumnae programming and is willing and able to do tasks as delegated.

Classification: Appointments

Level: National

Relationships to Other Jobs:

Appointed by:	Alumnae Membership Director
Accountable to:	Alumnae Membership Director
Support from:	Alumnae Membership Director, VP Lifetime Membership, Executive Director, National Membership Team
Works with:	Alumnae Membership Director, VP Lifetime Membership, Executive Director, Alumnae Membership Team, alumnae members

Term of Service: One-year appointment; reappointment subject to yearly evaluation. Two consecutive term limit applies.

Time Commitment: 2-5 hours per week depending on scope of assigned project

Required Qualifications:
- Lifetime member in good standing with alum status
- Actively engagement alumnae (i.e. national volunteer, alumnae chapter volunteer) is preferred
- Flexible, self-motivated, ability to multitask, and excellent communication skills, preferred

Duties and Responsibilities:
- As assigned

Convention/Mid-year/Summit/Leadership Training Attendance required? No/No/No/No