

GAMMA PHI OMEGA[®]

INTERNATIONAL SORORITY, INC. ~ EST. 1991
National Board of Directors

Unity and Sisterhood, Now and Forever, One and Inseparable



Position Title: Vice President of Community Engagement

Team: Director of Marketing, Director of Social Policy and Education, Community Engagement Intern

Reports to: National President

General Summary: We are looking for a highly motivated, enthusiastic, personable, and organized individual who is passionate about community engagement and project pathways that foster opportunities for engagement with and among Gamma Phi Omega International Sorority, Inc.

This position is designed for a creative, energetic individual who is interested in fostering participation in the community and the Sorority. The person in this position is responsible for administrative work in providing strategies, planning, facilitation, and creating and implementing a long-term community engagement plan that includes consistent and effective communication, engagement, and participation in local and inclusive communities.

Principle Duties, Responsibilities, and Other Job-Related Information:

- Develop and implement an inclusive community engagement plan
- Provide supervision and support for the Director of Marketing and Director of Social Policy and Education
- Provide supervision and support to Community Engagement Intern
- Collaborate and support conference chairs with the planning and execution of national conference and sisterhood conference
- Collaborate with the team to draft and coordinate press releases or statements for membership distribution

Position Requirements (Minimum Knowledge, Skills, and Abilities Required):

- Must have served on NBOD for a minimum of 2 years OR have at least 5 years of leadership experience (sorority or professional, can be combined)
- Degree in, or working towards a degree in, the humanities sector, communications, technology or creative services, and/or comparable work experience

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- Outstanding writing, editing, and verbal skills
- Experience managing and supervising individuals
- Ability to work independently with minimal day-to-day supervision but with weekly virtual/ phone/ in-person status check-ins

Position Benefits:

- At the conclusion of service, the successful applicant may solicit a Letter of Recommendation or Reference from the National President for use in professional career advancement
- Enhanced work-product portfolio for use in professional career advancement
- Development and refinement of skills in the areas of training, coaching, curriculum development
- Development and refinement of key transferable skills such as critical thinking, time management, and cross-collaborations

Sorority Incentives:

All NBOD will be required to pay alumnae dues by June 15th and will be entitled to a 100% reimbursement at the close of the fiscal year (May 31st) upon meeting the following expectations:

- Attendance at 75% of NBOD meetings in person or virtual
- 100% monthly reporting
- Maintain and return any sorority-issued equipment
- Agree to the following:
 - NBOD Expectations,
 - Responsibilities and Duties
 - Code of Ethics Contract
 - Non Disclosure Agreement