

Staff Position Description: Leadership Coach 2026-2027

Inherent in each staff position within Alpha Xi Delta Fraternity is an obligation to commit to the Fraternity's vision: *Inspiring women to realize their potential*. Further, each position includes a responsibility to promote and carry out the Fraternity's mission: *To enrich the life of every Alpha Xi Delta*.

FUNCTION:

The Leadership Coach serves as a liaison between Fraternity Headquarters, National Council and college chapters. The Leadership Coach works as a team member with Education and Leadership staff, Member Services Department, Alpha Xi Delta Foundation, and National Fraternity volunteers to foster member development through building life skills; facilitating CliftonStrengths™ and helping to implement the *Inspire* program and new Fraternity programmatic initiatives in our chapters.

QUALIFICATIONS:

- Member in good standing with Alpha Xi Delta Fraternity.
- Bachelor's Degree from an accredited college/university.
- Eligible to work in the United States.
- Valid Driver's License.
- Real ID and/or Passport.
- Satisfactory driving record.
- Must be able to travel by air and car regularly.
- Ability to travel up to 50% of the time depending on Fraternity needs.
- Ability to accept overnight travel and associated housing accommodations based on Fraternity needs, including chapter facilities, hotels, or other temporary accommodation.
- Knowledge of the Fraternity member development initiatives.
- Able and willing to represent the ideals of the Fraternity.
- Able to work and communicate with collegiate and alumnae members of the Fraternity, university personnel, and National Fraternity volunteers, adapting workstyle as needed for various audiences.
- Ability to take initiative and use creative thinking to solve problems/overcome obstacles.
- Ability to set goals and carry out mission and direction of the National Fraternity.
- Excellent verbal and written communication skills.
- Access to high-speed internet to sustain remote work.

LOCATION REQUIREMENTS:

This is a hybrid position with the employee working remotely 50% of the time from a designated home office and the remainder of the time traveling to campuses with Alpha Xi Delta chapters. The remote work arrangement portion of this position may affect payroll taxes, benefit options, and salary requirements differently in each state. Therefore, due to state regulations, we are unable to hire in all 50 states. This position is not eligible to be performed in the following states: Alaska, California, Colorado, Connecticut, Delaware, Maine, Minnesota, Nevada, New Hampshire, New York, Oregon, and Washington.

Please indicate the physical address where the employee will work when working remotely. Any changes to the remote location agreed upon must be approved in advance. Remote locations and the ability to work remotely are based on business needs and if they change, Alpha Xi Delta will discuss options for your work location moving forward.

RESPONSIBILITIES:**Programming and Coaching**

- Provide assistance and training to collegiate members and their advisors in the areas of life skills, character development, leadership, and personal growth.
- Assist chapters in implementing the *Inspire* program.
- Create new, and modify existing, programs to reflect a train-the-trainer option for member use.
- Facilitate and/or develop leadership retreats and chapter-wide leadership training events.
- Facilitate CliftonStrengths™ sessions for individuals, chapters and alumnae associations.
- Develop and present leadership and/or personal development programs to chapters, Panhellenic councils, university personnel/students and at regional conferences as requested.
- Mentor collegiate members on issues such as leadership, team building and personal development.

Leadership

- Work with staff and volunteers to provide follow-up assistance for the chapters in conjunction with leadership development.
- Willingness to engage in difficult yet meaningful conversations with Sisters and staff members.
- Self-manage work schedule and maintain organization when balancing weekly, remote and/or in person visits with multiple college chapters at a time.

- Professionally convey areas of needed improvement, or areas of continued success to aid in continual evolution of meeting member needs.
- Prepare recommendations for program development, creation, or purchase if a need should become apparent through course of work.
- Ability to be proactive and creative in finding solutions to an ever-evolving member experience.

General Management

- Maintain a workspace in home office that is conducive to facilitating virtual programs, coaching sessions and meetings as needed.
- Book and manage business travel and adhere to Alpha Xi Delta policies.
- Log and reconcile expense reports in assigned timeframe.
- Maintain weekly communication through reporting, email and voicemail.

The format of the Leadership Coach program comprises both virtual and in-person visits. Alpha Xi Delta reserves the right to change travel expectations as needed.