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## COORDINATOR OF EDUCATIONAL PROGRAMS AFLV WEST

This position reports to the Student Experience Director (professional staff member) and works collaboratively with the entire AFLV staff and AFLV West volunteer team.

### *Responsibilities*

- Participate in the intentional design process for conference education
- Solicit educational sessions for the annual AFLV West conference
- Serve as a brand ambassador supporting the mission and operating system of the AFLV
- Manage the recruitment, placement and training of AFLV's Educational Programs Review Committee
- Oversee the educational program review process
- Serve as the liaison between AFLV and conference presenters
- Oversee all on-site educational conference logistics, including technical support
- Provide educational program feedback to conference presenters
- Support conference intern training on educational components surrounding AFLV West
- Promote and represent AFLV among all constituencies of the conference and in peer professional associations
- Perform other duties as assigned

### *Qualifications + Preferences*

- Experience in a professional fraternity/sorority role on a campus or as part of a national organization
- Actively commit to providing inclusive, accessible experiences
- Excellent oral and written communication skills, customer service, self-motivated and detail-oriented
- Outstanding organizational skills to successfully manage parallel priorities. Able to manage multiple processes at once
- Additional consideration given to those in the geographic region

### *Benefits*

As part of this volunteer role, AFLV will provide the following:

- Complimentary or discounted conference registration (to be determined with each volunteer)
- Complimentary shared hotel room for the duration of your time at the conference
- All meals for the duration of your time at the conference
- Conference team thank-you gift

### *Commitment*

The individual appointed to this position will serve a three-year term beginning July 2020 and ending July 2023. Individuals are eligible to reapply for consecutive terms. The appointed volunteer is required to attend AFLV West conference (Wednesday–Sunday) each year during their volunteer term.