



Position Description

Job Title: Director of Membership Services

Organizational Mission Statement: To nurture and further a dynamic, values-based environment, which utilizes our historically Latino-based fraternity as a catalyst to better serve the needs and wants of all people.

Basic Function: To provide support services for collegiate and alumni brothers, volunteers, fraternity/sorority life staff at host institutions, other colleges/university administrators, and organizational partners.

Employment Type: Full-Time Salary

Position Description

- Provide support, training, and resources to undergraduate entities.
- Engage in direct conversation with each Regional Director to determine entities in need of additional support and those deserving of accolades.
- Outreach to entities and individual members based on determined need
- Enforce national policy and oversee the judicial process of the Fraternity.
- Perform data entry, statistical reports, and other administrative tasks.
- Aid the Executive Board of Director in designing, implementing, and assessing programs and services for the collegiate membership.
- Participate in coordinating and implementing projects and initiatives.
- Develop & participate in regional or entity visits as needed (some travel required).
- Participate in calls with volunteer leadership (some evening hours required)

- Develop resources, guidelines, and training materials for collegiate members that aid the day-to-day operations and management of collegiate entities.
- Complete and maintain real-time case management notes and outcomes of outreach activities

Required Qualifications

- Bachelor's Degree from a 4-year accredited college or university.
- Must be self-motivated and driven.
- Strong leadership and problem-solving skills.
- Strong interpersonal, communication, and organization skills (verbal and written).
- Commitment to and awareness of diversity in all forms.
- Comfort with a remote work environment and appropriate technologies.

Preferred Qualifications

- Sigma Lambda Beta International Fraternity alumnus in good standing.
- Leadership experience in student organizations or related groups.
- Exposure to fraternities in the areas of recruitment, membership development, and/or risk management.
- Comfort with directly addressing needs and required submissions of undergraduate members.
- Case management experience or exposure.
- Knowledge and experience applying student and leadership development theories and practices.
- Experience in the development and presentation of workshops, classes, and training experiences for students.

Start Date: 09/23

Supervisor: Executive Board of Directors Chairman

Location: Remote, monthly stipend provided for remote work needs

Compensation: \$36,000 - \$40,000 annual salary, Medical & Dental benefits, monthly remote work stipend

To Apply: Send your resume to search@sigmalambdabeta.com