

INTERNAL OPERATIONS DIRECTOR

PHI GAMMA NU

The Director of Internal Operations will be responsible for overlooking and supporting current chapters.

CONTACT

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APPLICATION PROCESS

- APPLY ONLINE VIA WWW.PHIGAMMANU.COM/VOLUNTEER
- TELL US WHY YOU WANT TO GET INVOLVED
- SHARE YOUR RESUME

RESPONSIBILITIES

- Build training / development material for newer chapters
- Administer training / development for established chapter
- Assist as a project manager in chapter recalibration projects
- Help chapter executive boards during crisis management
- Maintain clear line of sight to all existing chapters
Help connect/partner existing chapters to each other

TIME COMMITMENTS

- The position is for one year, with an option to renew in one year
- Monthly meetings with the External Vice President
- Optional attendance to monthly National Council calls
- 1 - 3 hours per week

QUALIFICATIONS

- Phi Gamma Nu Alumni with a completed bachelor's degree
- Strong interpersonal and communication skills
- Organizational and project management skills
- Strong decision making
- Some experience with training and development
- Job experience preferred
- Proficient in PowerPoint
- Proactive, self-motivated, and reliable individual who can work independently and collaboratively

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