

JOB DESCRIPTION

THETA DELTA CHI CHARGE CONSULTANT

The Grand Lodge of Theta Delta Chi, Inc. and the Theta Delta Chi Founders' Corporation, is seeking to fill the position of Charge Consultant for the Theta Delta Chi International Fraternity.

The Grand Lodge will employ the Charge Consultant. The position will be jointly funded by the Grand Lodge/Founders' Corporation and the Educational Foundation (the Founders' Corporation is a Holding Company for the Grand Lodge). The Charge Consultant will report to the Executive Director of the Fraternity.

The place of business is 214 Lewis Wharf, Boston, MA, 02110. The position will require the applicant to live in the Boston area and also to undertake extensive traveling. The applicant must have his own automobile in proper working order.

The position includes full health and dental benefits, a per diem reimbursement while traveling on Fraternity business, an automobile insurance subsidy, mileage reimbursement and a relocation stipend.

Primary Duties:

- Attend the annual Field Staff Conference sponsored by the FEA.
- Attend all Grand Lodge meetings including the preparation of materials for these meetings.
- Assist in the planning and execution of the Preamble Institute and Convention.
- Conduct visitations to all Charges and complete related Record of Visitation (ROV) forms.
- Meet with local Charge Alumni Associations where applicable.
- Conduct meeting at the Charge level to review the official policies of Theta Delta Chi.
- Meet with the executive board at each Charge to discuss Best Management Practices.
- Conduct follow-up communications with Charges after visitations.
- Assist in the development and monitoring of Charge Improvement Plans.
- Field incoming questions from undergraduate members.
- Assist in the scheduling and facilitation of Charge workshops (ReCharge and ChargeUP) where applicable.
- Participate in the writing, revising and editing of articles for the Shield magazine.
- Collaborate with the Director of Charge Operations and Expansion in the expansion process.
- Meet with Greek Life Directors and Advisors and maintain relationships with host institutions.
- Manage Social Media presence for Theta Delta Chi's official Facebook, Twitter, and Instagram accounts.
- Attend monthly conference call with Autism Speaks representatives.
- Other duties as assigned by the Executive Director and Director of Charge Operations and Expansion.