

## Ritual Education Ambassador Position Description

### Why a Ritual Education Ambassador?

AOII Alumnae from around North America were selected and trained to offer a Ritual procedures workshop to collegiate chapters. A pilot effort, the success of the REDs Task Force has evolved into a permanent program that will now be administered by the International Headquarters staff. With this change, the name of the program became the Ritual Education Ambassadors to be consistent with other Fraternity and Foundation educational programs.

The purpose of the Ritual Education Ambassador program will continue to be facilitating Ritual Education curriculum provided by RT&J and to help make knowledgeable Ritual educators more accessible to chapters. This program is to provide Ritual training and support to our collegiate and alumnae chapter members. Ambassadors are selected for their distinct ability to elevate the material with their own stories and experiences.

### Ritual Education Ambassadors are consistently upholding the Object of the Fraternity while operating simultaneously with our Culture Principles:

- Accountability & Ownership
- Collaboration
- Engagement
- Innovation
- Open & Honest Communication

### Ritual Education Ambassadors must be able to demonstrate:

- Active listening and problem-solving skills
- Strong interpersonal skills, including the ability to easily engage others in positive dialogue one-on-one or in a group setting, and at many different levels
- A high-level of emotional intelligence
- The ability to train and coach other leaders to inspire ambition
- Skills at working under time constraints
- A firm understanding of AOII policies and procedures
- Skills at facilitating and moderating workshops
- Strong written and verbal communication skills
- The ability to maintain confidentiality when necessary
- The ability to serve as a role model to others, showing them the value of involvement in AOII as an alumna and as a volunteer to the Fraternity
- Dedication to quality work, conversation, products, and initiatives that align not only with AOII's Ends and Policy Governance but that show quantifiable results

### Reports To:

- Assistant Director of Education & Training

### Partners With:

- The Education Department, Keeper of the Ritual Advisers, Chapter Advisers, Keepers of the Ritual, and/or Chapter Presidents of assigned chapters, Training Ambassadors, Recruitment Ambassadors, Network Specialists-Operations & Programming

### Essential Functions:

- Uses AOII resources to create and facilitate trainings for collegiate and/or alumnae chapters of up to 350

members

- Demonstrates strong written and verbal communication skills
- Utilizes Zoom features and/or in-person tools to facilitate engaging and informative recruitment workshops
- Conducts pre-visit calls to tailor workshop content to chapter needs
- Demonstrates confidence in presentation and facilitation, via Zoom and/or in-person
- Synthesizes accurate and timely feedback after visits to contribute to the monitoring of chapter health
- Collaborates with key staff and international volunteers from workshop preparation through post-visit report
- Presents or facilitates at additional events as needed
- Clarifies, summarizes, and shares ideas
- Effectively works with other volunteers and staff partners as needed through effective and professional communication
- Participates in quarterly team reflection calls and annual one-on-one call
- Attends all assigned trainings

## **Requirements:**

- Ability to serve in a volunteer capacity with the time and travel commitments as estimated below
- One (1) year experience serving in an AOII or non-AOII alumnae leadership role
- Must be willing and able to travel
- Alumna status for one (1) year
- Must have a passport for international travel

## **Estimated Time and Travel Commitment:**

- Up to 10 hours per month plus travel time; approximately 4-6 chapter visits per year, annual training weekend in August, and additional AOII events as needed

## **Term Length:**

- One academic year (August- May) with option to reapply