

## Training Ambassador Position Description

### Why a Training Ambassador?

The Training Ambassador program speaks to the Fraternity's Ends by helping to cultivate extraordinary local teams and champion a culture of service and leadership. To assist in the achievement of these goals, the Fraternity provides leadership training to collegiate chapter leaders and the women who model and shape them, the advisers. While this initiative focuses primarily on the training of Alumnae Advisory Committees (AAC), a secondary purpose is the facilitation of the collegiate Officer Transition Workshop.

The role of a Training Ambassador is to lead both advisers and collegians to reflect on their experiences and how they can work together to enhance chapter dynamics. The Training Ambassadors are entrusted with delivering the Fraternity's AAC Training curriculum and elevating the material with their own stories and experiences.

Alumnae Advisory Committee members and collegiate chapter officers play a crucial role in the success of AOII chapters and the promise to provide an exceptional membership experience. These trainings offer local leaders a chance at understanding the AOII roles they have voluntarily accepted and translating their responsibilities to the professional world.

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

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

### Training Ambassador 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, Alumnae Advisory Committees/Leaders Councils of assigned chapters, Recruitment Ambassadors, Ritual Education Ambassadors, Network Specialists-Operations and Programming

## Essential Functions:

- Uses AOII resources to create and facilitate trainings for Collegiate Chapter Advisers and/or Officers in groups of up to 25 attendees
- Demonstrates strong written and verbal communication skills
- Utilizes Zoom features and/or in-person tools to facilitate engaging and informative 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 provided curriculum to up to 70 attendees via Zoom for “Advising with Ambition,” a workshop series for new advisers, up to two times throughout term
- 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