

## **Sigma Alpha Chapter Success Coach**

**Overview:** Chapter Success Coaches are dedicated alumnae volunteers who serve as mentors to assigned collegiate chapters. Through guidance, encouragement, and practical support, they help chapters set strategic goals, implement a Chapter Development Plan, and work toward meaningful growth and improvement. This role is a key part of Sigma Alpha's commitment to developing strong leaders, thriving chapters, and actualizing the Sorority's Pillar Framework in members' lives.

**Reports To:** Chapter Operations Director

**Term Length:** One Year. May reapply each year to serve an unlimited number of years.

**Compensation:** Stipend- based on the number of chapters served and set by the National Sorority; Personal Professional Development Support and Feedback

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### **Core Responsibilities:**

- Build supportive relationships with assigned collegiate chapters.
- Assist each chapter in creating and implementing an annual Chapter Development Plan, which will serve as the guide to:
  - Provide ongoing mentorship and accountability to help chapters stay on track
  - Monitor chapter progress and identify growth opportunities, offering ideas and resources as needed.
  - Review chapter status updates and reports; provide constructive feedback.
- Submit monthly summaries to the Chapter Operations Director.
- Participate in strategic meetings with sorority leadership that reviews chapter progress, growth and potential growth, plus current needs.
- Serve as the lead connection to chapters when data, deadlines, and input are needed or not submitted in a timely manner.
- Attend virtual monthly meetings with the Chapter Operations Team.
- Participate in virtual orientation and training sessions.

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### **Essential Attributes:**

- Positive, encouraging, and mission aligned.
- Organized, dependable, and self-directed.
- Strong communication and interpersonal skills.
- Ability to coach, guide, and motivate student leaders.
- Comfortable using virtual platforms for meetings and communication.
- Growth-mindset, seeking feedback and coaching for professional development.

**Eligibility Criteria:**

- Alumnae member of Sigma Alpha Sorority in good standing.
  - Not currently serving as a collegiate chapter advisor.
  - Familiarity with Sigma Alpha's values and mission.
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**Time Commitment:**

- Approximately 5 hours per month for admin and training during the academic year (August–May) and 2-3 hours in off months, which includes:
  - One monthly virtual Operations Team meeting
  - Leading a monthly call with Chapter Leaders or Attending Chapter Leader Forum
  - Regular check-ins with the Chapter Operations Director or the Executive Director
  - Completing reporting requirements and 1-2 office hours for chapter support.
- Approximately 2-3 hours per month PER CHAPTER served. For six chapters, the time requirement would be around 12-15 hours each month.