Volunteer Title: Regional Coordinator - CAB Development

Purpose: The Regional Coordinator – CAB Development supports, collaborates with and on-boards new members of Chapter Advisory Boards.

Supervision: Staff Counterpart: Assistant Director of Chapter Services

Department: Chapter Services

Time Commitment: Up to 5 hours/week. Heaviest times on weekday evenings. Participate in monthly/bi-monthly calls.

Travel Needed: This is a virtual position with the possibility to travel based on volunteer availability.

National Convention: Required to attend at the end of the triennial appointment.

Membership Status: Must be an alumna of Sigma Sigma Sigma.

Duties and activities:
1. Oversees a team of five (5) CAB Specialists with tasks that ensure accurate appointment of vacancies and adequate training.
2. Provide leadership by maintaining regular communication with teams and individuals.
3. Serve as project manager for special projects assigned to the team
4. Serve as a liaison between the CAB Development Regional Specialists and staff counterpart
5. Send weekly touch-base emails and schedule monthly/bi-monthly calls with Regional Specialist Team as needed

Qualifications and skills:
• Supervision support includes email communication with staff counterpart and phone calls as needed.
• Familiar with placement of resource materials on National Website and Sigma Connect.
• Ability to check and respond to emails at within 48 hours.