

JOB DESCRIPTION

THETA DELTA CHI

CHARGE CONSULTANT

The Grand Lodge of Theta Delta Chi, Inc., seeks to fill the Charge Consultant position for the Theta Delta Chi International Fraternity.

The Grand Lodge will employ the Charge Consultant. The Charge Consultant will report to the Executive Director of the Fraternity.

The place of business is 214 Lewis Wharf, Boston, MA, 02110. Relocation to the Boston area is not required. The position will require the applicant to undertake extensive traveling. The applicant must have their own automobile in proper working order.

The position includes an Individual Coverage Health Reimbursement Arrangement (ICHR), a per diem, expense reimbursement while traveling on Fraternity business, an automobile insurance subsidy, a mobile phone plan subsidy, and mileage reimbursement.

Primary Duties:

- Attend external trainings as applicable.
- Attend all Grand Lodge meetings and prepare the necessary materials.
- Assist in the planning and execution of the Preamble Institute and Convention.
- Coordinate and schedule travel based on Charge and Grand Lodge needs.
- Conduct visitations to all Charges and complete the Record of Visitation (ROV).
 - Meet with local Charge Alumni Associations, where applicable.
 - Meet with and maintain relationships with Greek Life Directors.
 - Conduct meetings with the Charge to review official policies of Theta Delta Chi.
 - Meet with each executive board to discuss best management practices.
- Conduct follow-up communications with Charges.
- Assist in the development and monitoring of Charge Improvement and Reform Plans.
- Field incoming questions from undergraduate members.
- Assist in scheduling and facilitating Charge workshops (ReCharge and ChargeUp).
- Participate in the writing, revising, and editing of articles for *the Shield* magazine, Undergraduate Newsletter, and other publications.
- Support expansion efforts while collaborating with Grand Lodge staff, interest groups, the host institution, and alumni.
- Manage Social Media presence for Theta Delta Chi's official accounts.
- Work with our philanthropy partner, The Doug Flutie, Jr. Foundation for Autism.
- Educate members about available grants and scholarship opportunities, and assist them in preparing and submitting applications to the Educational Foundation.
- Update Charge Consultant training materials as needed.
- Collaborate with Grand Lodge Staff on developing and implementing new resources.
- Maintain Admin Responsibilities on MyTDX powered by GreekTrack (membership database and management software).
- Other duties as assigned by the Executive Director and Director of Charge Operations.