



LAMBDA THETA ALPHA
foundation

ASSISTANT TO THE PRESIDENT

ONE-YEAR TERM

The Assistant to the President will work closely with the President, as requested, on any foundation-related responsibilities.

We are looking for one person to serve in this role.

Time Commitment and Term:

- Approximately 5-10 hours per month
- One consecutive year (2025-2026), beginning January 15, 2025, and ending January 14, 2026, and eligible to be renewed for an additional term.

Roles and Responsibilities:

His/her main duties may include:

- Updating and implementing the strategic plan
- Collaborating with VPs, directors, and committees
- Attending regular strategy meetings with the President.

Position Skills and Qualifications:

- Enthusiasm for the mission of the Foundation.
- Ability to network with external stakeholders.
- Attention to detail.
- Strong interpersonal skills.
- Collaborative and dedicated to team efforts.

Financial Contribution

Members of committees and assistants are expected to make a personal, meaningful financial contribution of at least \$50 upon acceptance of their position. Committee members and assistants are also expected to give an additional \$50, during each term year, for a total contribution of \$100, by the end of each term year.