

Transformational Leader Program Intern – Job Description

Department: *Sigma Chi Leadership Institute*

Immediate Supervisors: *Sigma Chi Leadership Institute Executive Team*

Job Description

The Sigma Chi Leadership Institute is seeking a highly motivated and detail-oriented Intern to support the continued growth of the Sigma Chi Fraternity's Transformational Leader Program. This internship provides hands-on experience in large-scale leadership education initiatives within Sigma Chi, including the Krach Transformational Leaders Workshop, as well as local Transformational Leader chapter and provincial-level leadership programming and courses. This team member will gain exposure to strategic planning, program development, event operations, and curriculum deployment, while playing a direct role in shaping the transformational leadership experience for undergraduates and volunteers across North America.

Duties and Responsibilities

- Assist in the planning, development, and deployment of flagship programs such as the Krach Transformational Leaders Workshop and Horizons Huntsman Leadership Summit.
- Provide on-site facilitation support at international, provincial, and local events, including logistics coordination and participant engagement.
- Contribute to local chapter and provincial deliveries, supporting program materials, communication, and execution.
- Partner with staff and volunteers on strategic planning and project management efforts to ensure timely, high-quality program delivery.
- Support the creation and refinement of leadership curriculum and training resources.
- Manage assigned tasks with a problem-solving mindset, escalating challenges and proposing solutions when needed.
- Attend the 2026 Krach Transformational Leadership Workshop (**TENTATIVELY** July 29 – August 1, 2026).

Requirements

- Current undergraduate or graduate student of Sigma Chi in good standing.
- Currently pursuing or recently completed a degree in education, leadership, nonprofit management, business, or related field.
- Strong strategic planning and project management abilities with attention to detail.
- Excellent verbal and written communication skills with the ability to collaborate across diverse groups.
- Proven problem-solving skills and adaptability in fast-paced, dynamic environments.
- Curriculum design or instructional design experience a plus.
- Willingness and ability to travel for on-site facilitation and event support.
- Passion for leadership development and values-based education aligned with Sigma Chi's mission.
- Position will be remote, but Chicagoland required (with travel opportunities) with work out of the International Headquarters office in Evanston, IL and home depending upon the intern's location and availability.
- Preferred schedule will be a 10-hour work week, Monday through Friday, with exact hours being determined between the supervisor and the intern.

Benefits

- Gain hands-on experience with large-scale leadership programs impacting thousands of students and volunteers.
- Opportunity to travel and support high-profile leadership workshops and summits.

- Work alongside experienced leaders, educators, and facilitators in a professional nonprofit environment.
- Develop transferable skills in project management, curriculum design, event planning, and facilitation.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all duties, responsibilities, and skills.