

Announcing an exciting career opportunity available with Chi Omega Fraternity!

Executive Assistant

Chi Omega Fraternity is seeking qualified applicants for the position of Executive Assistant at the Executive Headquarters in Memphis, TN. This position is part of the administrative staff and specifically provides top-notch administrative support to Chi Omega Fraternity's Executive Director, board of directors, other Executive Headquarters managers, as well as Chi Omega members and volunteers.

The Executive Assistant will:

- Create and distribute correspondence, documents, lists, and emails as directed by the Executive Director and members of Chi Omega's board of directors.
- Assist with meeting arrangements and logistics for various internal and external meetings as requested by the Executive Director, board of directors, or other staff members. This may require arranging local transportation, reserving or assigning rooms, registering participants for conferences, maintaining RSVP lists, preparing itineraries, nametags, creating handouts or Power Point presentations, and coordinating or participating in group tours of Chi Omega's Executive Headquarters.
- Maintain the web-based calendar system used by staff, board members, and team leaders. This includes training staff on entering events, updating users in the server, and distributing the calendar monthly to team leaders and board members.
- Coordinate regular all-staff meetings. This includes collecting agenda items from staff and managers, collecting focus topic ideas, distributing the agenda, and writing, editing, and distributing minutes.
- Oversee the conference call process, which includes working with conferencing company to set up and update accounts, training and assisting staff with conference call procedures, troubleshooting, and coding monthly conferencing invoices.
- Work with Chi Omega's travel agency to keep them updated with new staff/committee accounting codes, advise them of national or large meetings where heavy travel is expected, answer questions or verbally authorize travel for new volunteers. The Executive Assistant will also be responsible for communicating travel agency updates on airline regulations to staff and volunteers as needed.
- Work with the national president (chair of the board of directors) on special correspondence or mailings, including direct communication with other volunteers and members.
- Assist the Executive Director with training and orientation for new staff members. This may include giving a tour of the facilities, making introductions to other staff members, explaining routine office procedures and equipment, preparing new employee manuals, updating various lists to include new staff members, and requesting set-up of log-ins and passwords.
- Prepare for the quarterly meetings of the board of directors. This includes setting up the boardroom, preparing and formatting the agenda, collecting and distributing staff reports to the board and preparing the minutes and motions for the meeting.
- Coordinate with staff to maintain updated committees in our membership database; pull and distribute the updated committee lists as needed.
- Coordinate and assist with a variety of updates when new members join the board or are appointed to leadership positions. This includes updating committees in our database, pulling new rosters and lists, ordering new business cards and stationery as needed, obtaining new electronic signatures, and various other updates as needed.
- Serve as a member of the convention planning team, which could include duties such as

managing staff rooming lists, maintaining email distribution lists, and sending correspondence to a team of volunteers and staff.

- Coordinate chapter anniversary and special event speaker requests with national president and communicate process and confirmation of speaker to host chapter, speaker, and respective Executive Headquarters staff liaisons.
- Share tasks and responsibilities with other members of the administrative staff, including answering phones at the front desk, general phone and email inquiries from members and other administrative tasks as needed.
- Implement a wide variety of other special projects or tasks as directed by the Executive Director. This could include coordinating a mailing; participating in meetings; taking notes; helping with meeting planning; or any projects that require an attention to detail.

This position requires:

- Strong commitment to customer service, both internally to other staff members and externally for members and the general public.
- Strong organizational skills.
- Attention to detail and accuracy.
- Ability to work well under pressure and with a sense of urgency to meet deadlines.
- Ability to juggle multiple projects at once and transition smoothly from one project to the next.
- Ability to work well with others with a strong sense of teamwork and cooperation.
- Excellent written and oral communication skills, including excellent grammar and a professional, friendly speaking voice.
- Excellent interpersonal skills; a friendly, flexible attitude; and a professional, polished appearance.
- Ability to work with discretion and handle confidential information.
- Proficiency in various computer software programs, including:
 - MS Office suite (Word, Excel, Outlook, including Outlook calendar and tasks).
 - PowerPoint and Prezi
- Experience handling a multi-line phone system.
- Minimum of three years of administrative experience.
- Membership in Chi Omega is NOT required, but strongly preferred.

This position is located at the Chi Omega Executive Headquarters in Memphis, Tennessee. This is a full-time position (M-F, 8am – 5pm). Because Chi Omega is a volunteer-driven organization, some events are held on weekends and evenings. Some travel may be required for this position. Salary will be commensurate with experience and qualifications. Applications will be accepted immediately.

Founded in 1895, Chi Omega Fraternity is the largest women's fraternal organization in the world with over 350,000 initiated Sisters and 181 collegiate chapters. Chi Omegas bring the Fraternity's founding purposes to life, one woman at a time, through friendship, personal integrity, service to others, academic excellence and intellectual pursuits, community and campus involvement, and personal and career development. Chi Omega's shared values inspire Sisters to serve the world for a lifetime. Learn more at www.chiomega.com.

Qualified and interested applicants should send a resume and cover letter, including salary requirements and references to:

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