

**ANNOUNCING A NEW, EXCITING OPPORTUNITY AVAILABLE WITH  
CHI OMEGA!**

**EVENT PLANNER**

Chi Omega is seeking a part-time Event Planner. This position reports directly to the Director of Marketing and Public Relations and will be responsible coordinating and executing certain national meetings, conferences and events for Chi Omega Fraternity and related entities.

The Event Planner is responsible for:

- Planning and executing the action plans for Chi Omega Fraternity's national meetings, conferences, and other events (e.g., Convention, Firesides/Annual national leadership trainings, other national events.)
- Managing overall logistics for each event including, but not limited to:
  - Leading the Executive Headquarters various national meeting planning teams.
  - Serving as a liaison to national volunteer teams charged with national meeting planning.
  - Sourcing and securing venues.
  - Serving as the main point of contact for Executive Headquarters staff, national and local volunteers, leading up to and during events.
  - Working with the CFO to create and maintain an event budget.
  - Serving as the primary for meeting venues negotiating sales contracts, concessions, rooming lists and banquet event orders.
  - As a member of the marketing department, planning communication, populating electronic meeting apps, marketing and social media for events.
  - Securing appropriate corporate and partner sponsorships (if any).
  - Facilitating the registration and check in process for each event and ensuring attendance records are correct.
  - Coordinating logistics and shipping of supplies for each conference.
  - Leading national meeting debrief discussions with staff, volunteers and the Governing Council compiling and summarizing evaluation and other feedback.
  - Traveling to national meetings as needed.
- Maintaining the highest level of customer service, both internally and externally, with a prompt response time (e.g., staff, volunteers, Governing Council, vendors).
- Performing special requests from the Governing Council and CEO.

This position requires:

- Undergraduate degree in hospitality, event planning, marketing or related field.
- At least 3 years of experience in event management.
- Demonstrated experience with strategic planning, problem solving, and project management.

- Experience working with or in a volunteer, non-profit or fraternal organization is a plus.
- Outstanding written and oral communication skills.
- Excellent interpersonal skills with a high level of flexibility and a positive attitude.
- Excellent computer skills, including experience with Cvent or other event management software, Microsoft products, and membership databases
- Ability to lift and carry items 35-50 lbs.
- Membership in Chi Omega is preferred, but NOT required. This is a part-time contract position and remote working location will be considered. Applications will be accepted immediately.

*Founded in 1895, Chi Omega Fraternity is the largest women's fraternal organization in the world with over 375,000 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 [chiomega.com](http://chiomega.com).*

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

**Whitney Plumpton**

Chief Marketing Officer

Chi Omega Fraternity

3395 Players Club Parkway

Memphis, TN 38125

Email: [whitney.plumpton@chiomega.com](mailto:whitney.plumpton@chiomega.com)