



ANNOUNCING AN EXCITING CAREER OPPORTUNITY AVAILABLE WITH THE CHI OMEGA FOUNDATION!

The Chi Omega Foundation is seeking qualified applicants for the part-time position of Facilities and Operations Manager. This position is located at the Chi Omega Executive Headquarters in Memphis, Tennessee and oversees the maintenance of the building and grounds.

Reporting to the Executive Vice President, the Facilities and Operations Manager is responsible for:

- Overseeing the maintenance and improvement of the building and grounds.
- Managing relationships with vendors servicing the building and grounds. Collecting bids for projects and services.
- Serving as first point of contact for repairs and security alarms that may require evening or weekend work.
- Supervising the Catering Manager and supporting their work in preparing for group events taking place at the Executive Headquarters.
- Securing building supplies as well as groceries for guests.
- Participating as a member of the Foundation staff.
- Accomplish additional tasks as assigned by the Executive Vice President.

This position requires:

- Bachelor's degree preferred.
- Excellent analytical, verbal and written communication skills and interpersonal skills.
- Proven ability in making independent decisions.
- Works well as a self-starter, in a team environment, and in pressure situations.
- Able to manage, prioritize and execute multiple projects.
- Experience with Microsoft Office suite.
- Evening and weekend work.
- Valid driver's license.
- Chi Omega membership preferred.

This position is hourly, non-exempt; compensation is commensurate with experience and qualifications. Applications will be accepted until the position is filled.

The Chi Omega Foundation was established in 1982 as a qualified tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code and is the vehicle through which alumnae and friends of Chi Omega Fraternity provide tax-deductible charitable support of the Fraternity's educational and leadership training programs for all members. The Foundation lends a helping hand to Sisters of all ages with support of scholarships, grants and educational opportunities, and maintaining the Executive Headquarters.

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

Sally Stephens Kimball, Executive Vice President

Chi Omega Foundation

3395 Players Club Parkway

Memphis, TN 38125

Email: foundationjobs@chiomega.com