



Chi Phi Fraternity

Building Better Men

Founded December 24, 1824

Administrative Assistant

Chi Phi, founded in 1824 at Princeton University, is the oldest social fraternity in the United States. Chi Phi currently has 50 Undergraduate groups, with plans to expand to more campuses in the coming years. The Chi Phi National Staff is a dynamic team with opportunities to grow and develop in all areas of fraternity operations.

The Chi Phi Fraternity staff is currently comprised of 10 full time staff members who work fully remotely. The part-time Administrative Assistant will work remotely to ensure the efficient day-to-day operation of the Fraternity and support the work of the staff and mission of both the Fraternity and the Educational Trust. Those who hold this position must be able to use independent judgment and discretion when addressing issues and providing resources for our Chapters, Associate Chapters, Alumni, and Donors.

Qualifications

The successful candidate will possess all or most of the following qualifications:

- 1-3 years of experience in administrative or office work
- Live in the Metro Atlanta area, with ability to meet periodically in person with other staff members
- High School Diploma or GED, required. Post-secondary education, preferred
- Exemplify excellent communication skills (both written and oral)
- Ability to work independently and demonstrate good judgement and decision making abilities
- Work well in a dynamic team environment
- Strong computer skills (Microsoft Excel, Word, PowerPoint, Teams)
- Experience working with Salesforce or other CRM software strongly preferred
- Ability to maintain confidential donor and member information
- Excellent customer service skills
- Knowledge of Fraternities and Sororities is preferred, but not required

Job Responsibilities:

The successful candidate will perform a wide range of duties including some or all of the following:

- Answer general phone inquiries in a professional and courteous manner and direct inquiries to appropriate staff members.
 - Reply to general information requests with accurate information. Ensure the timely distribution of materials to relevant constituents.
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- Provide administrative/clerical support for various roles within the Fraternity and perform special project work as needed.
- Develop positive relationships and act as a liaison for vendors and partners of the Fraternity when needed.
- Make travel, meeting, and other arrangements for staff when needed.
- Work with Communications Team to prepare meeting materials and marketing resources for the Fraternity.
- Review and process reports submitted by Members.
- Update and ensure the accuracy of the Fraternity's membership database
- Fulfill orders through Membership report submissions and the Fraternity's online store. May involve visits to storage facility in Marietta.
- Attend periodic meetings with Atlanta-based staff (bi-monthly), as well as staff retreats and events (1-2/year).

This is a part-time hourly position, 15-20 hours per week. The Administrative Assistant reports to the Senior Director of Finance and Operations.

Interested and qualified applicants should submit a resume and cover letter with salary requirements to Chi Phi Fraternity at employment@chphi.org.
