

Alpha Delta Pi

BE THE FIRST

ALUMNAE ENGAGEMENT COORDINATOR

DEPARTMENT: Membership

POSITION TITLE: Alumnae Engagement Coordinator

GENERAL DESCRIPTION: This full-time staff member joins the Membership Team at Alpha Delta Pi's Executive Office and supports many functions related to the sorority's alumnae engagement initiatives. This is a fairly new position, and the staff member will work closely with other team members to further define the processes to support alumnae membership programming and engagement.

Duties Performed

- Collaborate with other staff team members focused on alumnae and volunteer engagement including the Director of Alumnae and Volunteer Engagement, the Alumnae Engagement Specialist, and Volunteer Engagement Specialist.
- Support the organization's alumnae engagement initiatives and processes.
- Serve as a resource for questions from Alumnae Association volunteers and general alumnae members, including management of alumnae@alphadeltapi.com email inbox.
- Provide administrative support for training initiatives for alumnae volunteers and collegiate officers focused on alumnae engagement.
- Support logistical planning for alumnae engagement initiatives and events; partner with other staff members as appropriate.
- Manage the process for both alumnae and collegiate members seeking reinstatement.
- Support the alumnae initiate process as needed.
- Partner with the Alumnae Relations Directors team to manage the annual Alumnae Association awards application process.
- Manage administrative processes specific to alumnae engagement efforts including preparation of milestone membership certificates, processing alumnae badge orders, and all alumnae association supply orders.
- Provide administrative support specific to the sorority's alumnae dues campaign and volunteer engagement initiatives.
- Perform other duties/special projects as assigned by the Director of Alumnae & Volunteer Engagement, Senior Director of Membership, or Executive Director.
- Document position description and processes annually; make revisions as necessary and appropriate.
- Manage multiple projects simultaneously to completion on time and on budget (when applicable).

Expectations

- Consistently demonstrate through words, actions, and interactions, alignment with Alpha Delta Pi's values and strategic direction, focusing on the success of the Sorority.
- Demonstrate a positive, problem-solving mindset with a spirit of teamwork.
- Maintain high professional standards.
- Promote the ongoing development of a service relationship with alumnae members, alumnae volunteers, International Officers, and all members of Alpha Delta Pi.
- Maintain positive public relations within Alpha Delta Pi, among all entities, in contact with other NPC and NIC groups, university officials, vendors and others.
- Represent Alpha Delta Pi within related professional organizations as approved by supervisors.
- Promote a sense of pride in Alpha Delta Pi and a strong sisterhood across organization.

Suggested Background and Experience

- Bachelor's degree
- Knowledge of Alpha Delta Pi; preferred Alpha Delta Pi chapter officer or alumnae volunteer experience.
- Strong oral and written communication skills, sound judgment, and decision-making ability.
- Proactive, self-directed, and able to independently solve problems.
- Customer service oriented and ability to maintain confidentiality.
- Outstanding organizational skills, ability to multitask, and work under pressure in a dynamic environment.
- Ability to professionally and effectively handle difficult situations
- Must pass background check

DEGREE OF SUPERVISION: Moderate

FROM: Director of Alumnae and Volunteer Engagement

EMPLOYMENT LOCATION: This position is based at Alpha Delta Pi's Executive Office in Atlanta, GA.

Remote employment will not be considered.