

Alpha Delta Pi

BE THE FIRST

HOUSING & FACILITIES COORDINATOR

DEPARTMENT: Operations

POSITION TITLE: Housing and Facilities Coordinator (Executive Office/Memorial Headquarters)

GENERAL DESCRIPTION: This full-time position will be responsible for maintaining effective operation of Executive Office and Memorial Headquarters facilities and property and support real estate operations for a portfolio of student housing assets across the United States.

Duties Performed

HOUSING COORDINATOR (75%)

- Monitors HC Compliance email and ensures document filing
- Maintain House Corporation files, directories, and status reports
- Submit Communication Requests for external Housing mailings
- Collect and record House Corporation data and update Property Pi Portal when applicable
- Monitor housing website for House Director applications and distribute to Housing Resource Directors
- Relay US Census or State filing information requests received
- Document IHC processes and create guidance materials for processes
- Re-brand/update internal & external documents and resources
- Compile and collect industry data as requested
- Coordinate City and State inspections and ensure execution for inspections is successful for IHC facilities and facilities participating in the IHC services program in order to maintain compliance for multi-dwelling units associated with Alpha Delta Pi
- Review, process, coordinate, and ensure completion of property maintenance issues for IHC facilities and facilities participating in the IHC services program
- Support protocol for monitoring all house corporations with respect to compliance with required filings with the Secretary of State, federal tax filings, annual minutes, and proper insurance coverage
- Support the the housing team as needed

EXECUTIVE OFFICE/MEMORIAL HEADQUARTERS FACILITIES COORDINATOR (25%)

- Works closely with the Senior Director of Operations to oversee long-term Executive Office and Memorial Headquarters facility and property maintenance plan, as well as annual budget
- Researches and receives estimates for services to maintain properties, grounds, and large capital budget purchases and services
- Recommends purchase of facility specific goods or services to Senior Director of Operations based on knowledge of items necessary
- Arranges for maintenance and repair services as needed, follows progress of services performed to assure timely and satisfactory completion, and makes sure all service contracts are renewed when due
- Obtains permits for any repair or service work, if needed

- Approves invoices for payment when items are received
- Makes sure outside lighting, security systems, and fire systems are tested and operational
- Works with Executive Director and Senior Director of Operations on building renovations, repairs, additions, and master landscape plan

Expectations

- Ability to work independently and take initiative
- Consistently demonstrate through words, actions, and interactions, alignment with Alpha Delta Pi values and strategic direction, focusing on the success of the Sorority and International House Corporation
- Promote the ongoing development of a service relationship with collegiate chapters, local and national volunteers, and all members of the Sorority and International House Corporation
- Demonstrate a positive, problem-solving mindset in the spirit of teamwork and cooperation
- Maintain positive public relations within the Sorority, International House Corporation, Foundation, and service and support vendors
- Occasional travel to relevant workshops sponsored by NPC/NIC or other professional associations and organizations

Suggested Background & Experience

- Previous facility or property management and budgeting experience
- Excellent customer service and professionalism, as well as communication, organizational, and problem-solving skills
- Knowledge of Alpha Delta Pi, preferred, but not required
- Strong analytical skills, 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
- Effective at organizing and implementing short and long-term projects
- Willingness to meet and work with vendors, contractors, etc. May require local travel for vendor meetings and to purchase supplies.
- Must pass background check

DEGREE OF SUPERVISION: Moderate to High

FROM: Director of Housing (75%) and Senior Director of Operations (25%)

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

Remote employment will not be considered.

STATUS: Non-Exempt