

ALPHA PHI OMEGA

CHAPTER DEVELOPMENT COORDINATOR

The Fraternity is hiring a self-driven and enthusiastic emerging professional to fill the role of Chapter Development Coordinator in July 2021.

JOB SUMMARY

A Chapter Development Coordinator serves on the National Office team as a direct liaison between active chapters or extension groups and the Fraternity. This position works to enhance chapter operations and development including areas like recruitment and retention strategies, leadership transitions, service and brotherhood program development and organizational practices. The Chapter Development Coordinator position is a full-time position, complete with a competitive salary, health benefits and paid vacation.

PRIMARY RESPONSIBILITIES

- Develop and implement custom recruitment and retention support to existing chapters in areas of planning and preparation; implementation of tactics; and conversation.
- Monitor membership trends to create and apply solutions that support membership growth.
- Serve as a liaison between chapters and the national Fraternity.
- Facilitate presentations to chapters regarding operational best practices and chapter development.
- Serve as a resource to chapters and members in various aspects of chapter life including recruitment, finances, engagement, service-learning, officer transition and outreach.
- Assist with the establishment of new chapters.
- Follow up with chapters on forms and requirements.
- Facilitate presentations to chapters concerning risk management, recruitment, member education, officer transition and other areas of chapter operations.
- Regularly communicate with active members and volunteers

EXPECTATIONS

- Uphold customer service standards
- Work as a critical thinker
- Achieve results that support the Fraternity's National Strategic Plan
- Successfully meet or exceed goals that drive membership
- Replenish or enhance knowledge of Fraternity and association management
- Act as a steward of knowledge regarding chapter information
- Serve as a professional representative of Alpha Phi Omega
- Maintain a polished, professional personal brand
- Retain chapter and Fraternity records, reports, etc.
- Effectively manage short-term and long-term projects that address a variety of operational chapter and member needs
- Travel independently to chapters, as needed
- Bring a positive attitude that cultivates a productive and professional environment

REQUIRED EXPERIENCE

- Collegiate experience
- Excellent written and verbal communications skills
- Excellent customer service skills
- PC experience (Microsoft office, email, etc.)
- Problem solving skills

DESIRED QUALIFICATIONS

- Proficiency in time management and project management
- Sales experience
- Detail-oriented
- Interest in collaboration and working within a team
- Proven team leader and mentor/coach
- Desire to build relationships quickly

REPORTS TO: Associate Director of Chapter Services

LOCATION: Located in Kansas City, MO with potential for remote work option for the right candidate

CONTACT INFORMATION

For additional questions, please contact Marissa Roth, Associate Director of Chapter Services, at 816-373-8667 ext. 19 or via email at chapter_services@apo.org.