



POSITION TITLE: Chapter Services Coordinator

LOCATION: National Headquarters, Chapel Hill, NC (Remote)

SUPERVISOR: Associate Director of Chapter Services

STATUS: Full-time, hourly/non-exempt

OFFICE HOURS: Monday–Friday, 8 a.m.–5 p.m.

SALARY RANGE: \$32,000–\$35,000

WHO WE ARE

Founded by eight visionary young women in 1898, Tri Sigma is a national 501(c)7 membership organization where members build lifelong friendships, learn to excel in today's ever-changing landscape, and inspire meaningful change in the world. Learn more about us at trisigma.org.

SUMMARY OF POSITION

The chapter services coordinator provides critical operational support to collegiate chapters; serves as the primary contact for collegiate members; and is responsible for supporting the chapter services department in achieving strategic initiatives.

DUTIES AND RESPONSIBILITIES

- Maintain and manage a portfolio of chapters in all areas of chapter operations including membership status changes, budgets and billing, bylaws and elections, and officer transitions.
- Ensure chapter administrative information is accurate with national headquarters (e.g., membership statistics, contact information, membership fees and forms, roster, membership statuses, chapter bylaws, budget submissions, Panhellenic rules/bylaws, recruitment structure and timeframe).
- Provide accurate interpretation of national processes and procedures to chapter officers and members.
- Collaborate with staff to support chapters in recruitment, harm reduction, member accountability, and housing.
- Partner with chapter volunteers and staff to prepare for chapter visits.
- Travel to visit chapters at the direction of supervisor.
- Other duties as assigned

QUALIFICATIONS AND KNOWLEDGE

- Bachelor's Degree required.
- Membership in Sigma Sigma Sigma or other fraternal organization required.
- Must be a self-starter, highly organized, and detail-oriented with the ability to manage multiple projects simultaneously and work well with members and volunteers at all levels in the organization.
- Excellent written, verbal, and interpersonal skills, and a customer service mindset. Must be proficient with Microsoft Office products programs.
- Demonstrated project management experience in a professional environment.
- Ability to effectively interact with a diverse student, staff, and volunteer population, and have the capacity for novel and creative issue resolution.

BENEFITS

Include health/dental/vision insurance, retirement plan with partial matching after waiting period, paid time off, and 13 paid holidays.