

# ORDER OF OMEGA INTERNATIONAL HEADQUARTERS

## ***MEMBERSHIP ENGAGEMENT COORDINATOR***

Arlington, TX (*location-based position*)

Full time

\$45-50k (annually) plus limited benefits

Fraternity/Sorority Honorary Society Professional

Reporting to the Director of Chapter Services, this full-time position serves as the primary staff member responsible for the collection and cultivation of Order of Omega membership data as well as the management of all chapter materials and information. The Membership Engagement Coordinator will also work with chapters to make sure all new members are duly registered and in good standing with the International Headquarters. This position will work with the staff and Board of Directors to fulfill the goals and initiatives to provide a quality experience for our members.

### **Duties Performed**

- Coordinate, manage, track, and evaluate all membership activities, including new members.
- Ensure membership lists are updated on the *MyHonorSociety* (MHS) platform on a weekly basis.
- Assist chapters in transitioning and utilizing the MHS platform as the primary new member registration portal.
- Manage individual membership engagement aspects of the MHS portal.
- Coordinate the printing, packaging, and shipment of chapter membership certificates and membership pins.
- Update and maintain current chapter advisor and officers' contact information.
- Produce an annual year-end membership report with a breakdown of initiates by affiliation.
- Assist with the utilization of the online credit card payment portal for chapter dues payments as needed.
- Work with HQ account manager to ensure financial track of chapter membership.
- Coordinate the fulfillment, packaging, and shipment of online merchandise orders.
- Assist with international organization communications, marketing strategy, and implementation.
- Assist the Order of Omega Regional Chapter Directors (RCDs) to develop and implement chapter action plans based on specific chapter needs as necessary.
- Provide support to HQ staff and Board members on issues related to membership.
- Has contact with the Order of Omega Board of Directors, appointed officers, and committees on membership issues as appropriate.
- Maintains personal contact with undergraduate members to the greatest degree possible.
- Maintains appropriate working relationships with interfraternity colleagues, Fraternity/Sorority associations, and vendors to enhance the image of the International Organization and the attainment of its objectives.
- Duties as assigned.

### **Expectations**

- Ability to work independently, take initiative, and be deadline-oriented.
- Maintain high professional standards.
- Bring an optimistic, flexible attitude.
- Maintain positive public relations within Order of Omega, among all chapters.

- Experience and working knowledge of Microsoft Office products.
- Experience and working knowledge of online meeting tools i.e., Zoom, Microsoft Teams.

#### **Suggested Background and Experience**

- Bachelor's degree: membership in a social Greek-lettered organization is required.
- 3+ years of Fraternity/Sorority life experience preferred.
- Knowledge of Order of Omega. Preferred former Order of Omega advisor.
- Knowledge of Fraternity/Sorority Life affairs and the campus perspective.
- Experience working with or in a volunteer organization.
- Excellent written and oral communication skills.

#### **Required Travel**

- Annual Board of Directors Summer Board Meeting (mid-July)
- AFA Annual Meeting (late November/early December)

**DEGREE OF SUPERVISION:** Moderate

**From:** Director of Chapter Services

**Status:** Full-time, Exempt. The position may require some non-traditional work hours. Benefits include paid sick/vacation leave and insurance supplement, as well as retirement benefits.

**Employment Location:** This position is based at the *Dr. Kent L. Gardner Order of Omega International Headquarters* in Arlington, TX. To perform the required responsibilities this is an in-office position.

**To Apply:** Please email a cover/interest letter, resume, and three professional references to Mike Taddesse, Director of Chapter Services, at [michael@orderofomega.org](mailto:michael@orderofomega.org). Incomplete applications will not be considered.