



Phi Sigma Rho National Sorority

Chapter and Member Services Coordinator

Position: Chapter and Member Services Coordinator

Status: Full-time, Exempt

Reports To: Chief Executive Officer

Location: Remote

Travel: Required travel 1-3 times per year for meetings; Selected professional development travel 1-2 times per year

Start Date: Summer 2025

Salary Range: \$45,000 - \$50,000

Additional Benefits: Employees are able to participate in a 401k retirement savings program after six months of employment. The Sorority makes a fully vested contribution to the employee's 401k account each year. Additionally, employees are reimbursed for qualified medical expenses, including premium payments, through a Health Reimbursement Account. Employees receive a stipend for phone and internet usage. Employees have 12 paid holidays and paid time off with some annual accrual permitted. The company also offers parental, sick, and bereavement leave.

Position Overview

The Chapter and Member Services Coordinator provides daily operational support to all collegiate chapters, alum bodies, and individual members through a combination of administrative, managerial, and strategic tasks. This position collaborates with Sorority volunteers and chapter leaders to enhance chapter operations, nurture relationships, develop proactive tools and resources to better serve the Sorority's members, and reinforce communication networks within the Sorority. The Chapter and Member Services Coordinator reports directly to the Chief Executive Officer.

Essential Responsibilities

- Collaborates directly with the VP of Collegiate Affairs and VP of Alum Engagement as well as other Sorority volunteers to provide daily operational support to chapters and members.
- Provides administrative support to VP of Strategic Growth and all emerging groups.
- Establishes relationships with university and campus staff to positively impact chapter experience and success.
- Liaisons with partners and vendors to oversee current Sorority third-party applications and implement new tools and resources for chapters.
- Diligently tracks collegiate requirements and communicates expectations and deadlines to respective parties.
- Manages access to the online database and membership data contained within.
- Maintains membership materials and other Sorority inventory and prepares orders and shipments as needed.



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- Continuously remains familiar with all chapter operations and procedures and looks for opportunities to better serve the membership through new or changing experiences and tools both internal and external.
- Locates and compiles information; formats reports, graphs, tables, records and other sources of information and presents to parties as needed.
- Oversees and regulates Sorority online accounts, including social media membership.
- Attends national meetings to assist with general event coordination, registration, on-site support, and other tasks as necessary.
- Assists with special events planning as requested.
- Maintains a virtual workspace by utilizing e-mail, electronic calendars, project management tools, and other basic office support software.
- Uses various software applications such as spreadsheets, relational databases, statistical packages, and graphics packages to assemble, manipulate and/or format data and/or reports.
- Exercises judgment and assumes responsibility for decisions, consequences, and results impacting quality of service within the functional area.
- Other duties as assigned by the Chief Executive Officer.

Minimum Qualifications

- Bachelor's degree is required.
- Affiliation with Phi Sigma Rho is not required, although a familiarity with or experience in fraternal organizations is a must.
- Must be authorized to work in the United States without sponsorship.
- Excellent organizational, conflict management, problem-solving, communication, and leadership skills.
- Strong creative, analytical, and interpersonal skills
- Must be able to conduct work virtually and independently.
- Must be able to store some chapter support materials within home office space or drive to a nearby storage facility.
- Ability to travel out of town and overnight.
- Must be able to attend the Sorority's annual membership meeting each July.

Apply for this position by emailing your resume and cover letter to Gabrielle Salazar, CEO (gabrielle@phisigmarho.org). Applications accepted through May 15, 2025.