

# Alpha Delta Pi

BE THE FIRST

## EXECUTIVE ASSISTANT

**DEPARTMENT:** Executive and Operations

**POSITION TITLE:** Executive Assistant

**GENERAL DESCRIPTION:** This position is responsible for the administrative and executive support of the Executive Director and Grand Council as well as daily mail operations. Secondly, the position will oversee and perform a variety of projects and administrative tasks supporting other teams in the office.

### Duties Performed

- Assist Executive Director with various tasks and projects including email, phone calls, filing, meeting preparation, correspondence/mailings, presentations.
- Manage and maintain official Alpha Delta Pi files and records including minutes, etc.
- Assist with confidential duties related to corporate matters, human resources, and hiring.
- Schedule and coordinate staff meetings including agenda creation, circulation, and minutes.
- Support Executive Director with the Fraternal Government Relations team. Assist with communications and planning for annual visit to the Hill.
- Manage general voice mail and email boxes for the organization.
- Manage ring doorbell system and greet all visitors at main door.
- Assist Grand Council with correspondence, projects, and other small tasks.
- Assist International President with work and tasks related to NPC and Inter/National Presidents' group.
- Assist with Grand Council meeting logistics including meal reservations, staff summary creation, and circulation of any needed materials.
- Mail Coordination
  - Process all outgoing mail/shipments for Executive Office
  - Coordinate large mailing needs with departments
  - Review weekly UPS report to identify adjustments and other charges so they can be charged to the appropriate account.
  - Run end-of-month reports for the Director of Finance.
  - Provide shipping estimates for special mailings.
  - Track lost shipments (only when confirmation email was not sent to sender/receiver).
  - Pursue refunds for lost shipment and billing errors.
  - Keep stockroom supplies shelved, neat, and orderly.
  - Coordinate with Senior Director of Operations when supplies are low to verify budget for reordering.
- Attend Sorority events as directed.
- Other Projects and tasks as assigned
- Assist executive office teams and departments with projects such as:
  - Stationery and supply orders
  - Support for incoming volunteers and new hires (name tags, business cards, etc.)
  - Holiday and birthday card management

# Expectations

- Consistently demonstrate through words, actions, and interactions, alignment with Alpha Delta Pi's values and strategic direction, focusing on the success of the Sorority.
- Demonstrate a positive, problem-solving mindset with a spirit of teamwork.
- Maintain high professional standards.
- Promote the ongoing development of a service relationship with Grand Council, staff, and all members of Alpha Delta Pi.
- Maintain positive public relations within Alpha Delta Pi, among all entities, in contact with other NPC and NIC groups, university officials, vendors and others.
- Represent Alpha Delta Pi within related professional organizations as approved by supervisors.
- Promote a sense of pride in Alpha Delta Pi and a strong sisterhood across organization.

# Suggested Background and Experience

- Associates degree or equivalent from a two-year college or technical school; at least two years related experience and/or administrative training; or equivalent combination of education and experience.
- To perform this job successfully, an individual should have advanced knowledge of Microsoft Office applications, and mail merging.
- High degree of professionalism and confidentiality required.
- Excellent written and oral communication skills.
- Organized, accurate, efficient, detail-oriented and able to learn quickly.
- Excellent management skills including project management, problem solving and managing multiple priorities.
- Excellent customer service skills.
- Knowledge of postal equipment and regulations
- Valid driver's license and operational car
- Ability to lift and move items up to 40 pounds.
- Team player and effective work practices under pressure while meeting all applicable deadlines.
- Understanding of Greek membership organizations preferred.

**DEGREE OF SUPERVISION:** Moderate

**FROM:** Executive Director (primary) and Senior Director of Operations (secondary)

**EMPLOYMENT LOCATION:** Alpha Delta Pi's Executive Office in Atlanta, GA

**STATUS:** Non-Exempt