

ALPHA OMICRON PI

Inspire Ambition

Assistant Director of Properties

About Alpha Omicron Pi

Alpha Omicron Pi (AOPI) has been a pillar in the Greek Life community since 1897 when four particularly amazing women made a pledge to each other to maintain a friendship for a lifetime. Once their initial pledge to each other was declared, the four initiated their first new member into the [Alpha](#) Chapter of AOPI.

Founded in 1897 at Barnard College, we have grown from one chapter to over 100 on an international scale, with expansion always on the horizon. While consistently upholding the object of the Fraternity we operate Alpha Omicron Pi, Inc. simultaneously with our Culture Principles:

- Accountability & Ownership
- Collaboration
- Engagement
- Innovation
- Open & Honest Communication

Why an Assistant Director of Properties with AOPI

As the Assistant Director of Properties (ADP) with AOPI, you will be a key member of the Properties team. This is done through providing a customer-centric focus to colleagues, assigned networks, volunteers and chapter leadership ensuring all administrative and operational needs are being met. The primary focuses for the ADP is to be the main point of contact for all collegiate chapters regarding chapter corporations as well as overseeing the advancement of assigned chapters' functionality and success. The ADP at AOPI will interact frequently with the AOPI Properties team and AOPI stakeholders.

Assistant Director of Properties must be able to:

- Demonstrate active listening and problem-solving skills
- Strong interpersonal skills, including the ability to easily engage others in positive dialogue one-on-one or in a group setting, and at many different levels
- Demonstrate a high-level of emotional intelligence
- Proven ability to think and act independently and the ability to work individually or as a member of a team
- Skilled at prioritizing duties, working under time constraints, handling multiple tasks, and working independently while remaining flexible to changing priorities and assignments
- Demonstrate a customer-centric focus, by providing efficient and courteous services to all AOPI stakeholders as well as internal partners
- Manage entire member contracting process
- Present analysis on market research, overall chapter health and recommendations on dues/fees

Requirements

- Bachelor's degree required
- Ability to effectively read, write, and speak the English language
- Physical mobility and dexterity to transport file and operate general office equipment (telephone, fax, copier, computer, etc.)
- Experience in the Microsoft Office Suite (Word, Excel, PowerPoint and Outlook)
- *Two years of relevant experience preferred*

Working Conditions

- Office setting based in Nashville, TN
- Travel, evening and weekend work when necessary

Equal Opportunity Employer of minorities, females, protected veterans, and individuals with disabilities. Reasonable accommodations are available.