

Administrative Assistant

Job Title: Administrative Assistant**Salary Type:** Non-Exempt**Reports to:** Sr. Manager of Admin Services**Effective:** January 2026

PRINCIPAL OBJECTIVE:

This full-time position provides essential administrative and operational support that helps Headquarters run efficiently and ensures a positive experience for staff, members, and volunteers. By coordinating meetings and logistics, preparing high-quality documents and communications, maintaining accurate member and employee records, and supporting daily office functions, this position contributes to smooth internal operations and reliable organizational processes. The role supports multiple departments, assists with member and volunteer programs, and upholds confidentiality and accuracy in all administrative tasks, playing a key part in enabling staff to focus on strategic priorities and mission-driven work.

CORE RESPONSIBILITIES:

- Schedule and coordinate meetings, reserve conference rooms, and support staff with calendar management and basic meeting logistics.
- Assist with preparing agendas, handouts, note-taking, and setup for staff gatherings, interviews, onboarding, and volunteer visits.
- Prepare, edit, and distribute documents, correspondence, reports, and meeting materials to support organizational operations.
- Perform accurate data entry and maintain digital and physical filing systems to ensure reliable administrative and member records, including alumnae data updates and confidential documents.
- Maintain employee files and confidential HR documents with accuracy and discretion.
- Updates alumnae records and supports the management of alumnae data, including alumnae membership status changes such as deceased and obituary management.
- Perform routine administrative tasks such as copying, printing, scanning, mail handling, and office supply maintenance to support daily workflow.
- Provide general operational support across departments, including small project assistance, event coordination tasks, and support for member or volunteer programs.
- Support billing entries and administrative processes related to chapter and alumnae operations.
- Complete additional administrative duties as assigned to support evolving organizational needs and initiatives.

HEADQUARTERS STAFF COMMITMENTS

All members of the Headquarters staff are expected to:

- Offer premier customer service.
- Commit to a positive volunteer experience and serving the volunteer.
- Care for each other.
- Build affinity and Pi Phi Pride with every action and interaction.

QUALIFICATIONS OF A SUCCESSFUL CANDIDATE:

Two years of administrative support experience or any equivalent combination of experience and training that provides the required knowledge, skills and abilities. This includes proficiency with



Microsoft Office Suite (Word, Excel, Outlook), database and shipping software.
Possesses strong oral and written communication skills; values and practices social/business etiquette.

Shares the Fraternity's commitment to Diversity, Equity and Inclusion.

Fraternity/sorority experience or knowledge preferred but not essential.

ADDITIONAL INFORMATION:

Minimal travel required.

Pi Beta Phi's Mission, Vision, Core Values and statements philanthropic service and Commitment to Diversity, Equity and Inclusion can be found at pibetaphi.org/about.

At Pi Beta Phi Headquarters, we value and respect our employees and their contributions. Our total compensation approach includes base salary, benefits and a 401(k)-matching program. Each position is externally benchmarked, and the salary ranges are evaluated annually. The salary range for positions is based on local and fraternal market data and allows for various experience levels. The actual pay is based on skills, experience, education and other relevant factors. Midpoint for salaries in this grade level is \$45K.