

## **Programs Administrator**

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**Job Title:** Programs Administrator**Salary Type:****Reports to:** Education and Programs Director**Effective:** January 2026

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### **PRINCIPAL OBJECTIVE:**

The Programs Administrator provides operational, logistical and administrative support for all Fraternity member programs, trainings and educational initiatives. This position ensures smooth program execution, timely financial reporting and accurate material distribution. The Programs Administrator supports the Education and Programs Director by coordinating logistics, managing systems and processes, and contributing to the successful delivery of educational and leadership programs.

### **CORE RESPONSIBILITIES:**

- Serves as primary point of contact for Critical Conversations chapter visit schedule and logistics. Initiates follow up as needed and supports reimbursement and financial approvals in partnership with the Finance Team.
- Updates member programs and participates in ideation sessions in partnership with the Education and Programs Director.
- Creates and updates Online Learning Center content in partnership with subject matter experts.
- Supports the development and execution of event programming and facilitator training.
- Provides administrative support for literacy initiatives and programs to ensure a positive experience for members, chapters, alumnae clubs and external partners.
- Collects feedback about member programs to inform improvements.
- Supports continuous improvement by identifying process efficiencies and recommending operational enhancements.
- Maintains accurate program records, reports and data across internal systems to support evaluation and decision-making.
- Other duties as assigned.

### **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:**

Bachelor's degree with a minimum two years of experience in related role or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.

Broad Fraternity knowledge and membership in Pi Beta Phi preferred.

**ADDITIONAL INFORMATION:**

Some 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](http://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 \$50K.**