POSITION DESCRIPTION

TITLE: Chapter Supply Coordinator

DEPARTMENT: Executive Office

SUPERVISOR: Executive Director

P.E.O. is a philanthropic organization where women celebrate the advancement of women; educate women through scholarships, grants, awards, loans, and stewardship of Cottey College and motivate women to achieve their highest aspirations. Our beautiful office, friendly staff and dedicated volunteer leaders make this an ideal opportunity to add positivity to the world.

This full-time position coordinates the supplies for local and state/district/provincial chapters, packing and shipping all orders in a timely manner.

This position is 40-hours-a-week, Monday through Friday. We offer flexible hours between 7:00 a.m. and 4:30 p.m. and a full benefits package, including insurance (health, vision, dental, life and long-term disability), medical and dependent care flex spending plans, paid-time off, holidays and 401(k).

RESPONSIBILITIES:

- Assume all responsibilities as the primary contact for local and state/provincial/district chapters regarding supplies
- Contact and coordinate with commercial mailing services for packing and shipping (Fed Ex, UPS, etc.)
- Sort mail, operate metered mail machine and file orders
- Organize, pack, and ship all items for supply orders for officers and members of local and state/provincial/district chapters
- Coordinate collecting supplies from disbanded chapters
- Order supplies from outside vendors and complete purchase orders
- Maintain inventory of all supplies including annual counting of inventory
- Provide and arrange for tours of the P.E.O. Executive Office, and train tour guides
- Manage various mailings and bill state/provincial/district chapters accordingly
- Schedule and coordinate chapter reservations for meetings held in the P.E.O. Centennial Center
- Ability to travel for biennial Conventions of International Chapter, if needed
- Perform other duties as assigned
BACKGROUND, SKILLS AND ABILITIES:

- Membership in the P.E.O. Sisterhood as well as an understanding of P.E.O. policies and procedures is preferred
- Strong attention to detail skills
- Good human relation skills
- Good verbal and written communication skills
- Proper maintenance of records and files
- Ability to concentrate and work independently to plan work assignments and meet established deadlines
- Computer skills for Windows-based applications including Microsoft Word, Excel and Outlook

PHYSICAL DEMANDS/WORK ENVIRONMENT:

- This position works on-site at the P.E.O. Executive Office
- Must be able to lift up to 25 pounds at times
- Must be able to sit and stand for extended periods

SUPERVISION:

This position operates within the guidelines and office practices and procedures established by the Executive Director. Questions should be referred to the Executive Director.

*Our team is passionate about what we do, the organization we support and the people we serve. If you are looking for an opportunity to be part of a team that values collaboration, dedication and making a positive impact in the world, we may be the right fit for you.*