



# THETA CHI FRATERNITY

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**Position Title** – Assistant Director of Communications

**Reports to** – Chief Communications Officer

**Location** – Theta Chi Fraternity International Headquarters; Carmel, IN

**Compensation** – Full-time base salary commensurate with education and experience; health, dental, vision benefits; 401(k)

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Theta Chi Fraternity is seeking applicants for the position of Assistant Director of Communications. The Assistant Director of Communications will provide assistance for the Fraternity's overall communication, public relations, and brand management strategy. Specifically, the Assistant Director of Communications will assist with the production and management of all social media and fraternity print and online publications.

The Assistant Director of Communications will also be responsible for other duties as determined by the Chief Executive Officer or designee.

**Minimum Qualifications** – A bachelor's degree is required. The successful candidate will be a self-motivated professional, a team player, and must possess a desire to advance the mission of the Fraternity. Candidates must demonstrate excellent interpersonal skills; ability to work well with collegiate and alumnus members, alumnus volunteers, and colleagues; ability to adapt to continuously evolving styles of college students; strong written and verbal communication skills; strong facilitation skills; ability to manage multiple projects in a fast-paced and demanding environment; and possess problem-solving abilities. Candidates must be able to learn the organization's database and accounting system. Successful candidates must be proficient in Microsoft Office and related publishing software - specifically the Adobe Creative Suite. Knowledge and experience with WordPress and/or updating websites as well as producing video/multi-media presentations and graphic design are desirable. Experience managing social media platforms for business/clients is preferred. This is a director-level position sometimes requiring irregular work hours for the completion of projects and meetings. Occasional business travel will be required. Relocation to the Indianapolis metro area is required.

**Preferred Qualifications** – A bachelor's degree is required. One to three years previous experience in the communications or related field is desired. Membership in Theta Chi Fraternity or another fraternity/sorority.

**About Theta Chi Fraternity** – Founded in 1856, Theta Chi Fraternity is a men's collegiate fraternity with more than 191,000 initiated members and has established 244 chapters across North America. Leadership development, personal development, and a commitment to academic success are fundamental to Theta Chi Fraternity's mission.

**Application Procedure** – To apply, please send a cover letter, resume, three references, and salary requirements via email to Chief Communications Officer Ben Hill at [ben@thetachi.org](mailto:ben@thetachi.org). On the subject line of your message, please write Attn: Assistant Director of Communications