



Chapter Administrator

Legatus, a membership organization for Catholic CEOs, is seeking a part-time Chapter Administrator for its South Bend-Elkhart Chapter. This position is responsible for the efficient and successful management of the chapter under the direction of the Regional Vice President and in collaboration with the local Chapter Officers. Participation in the membership growth and retention of the chapter along with the execution of the monthly chapter event is a primary responsibility of this position. Duties shall include, but not be limited to, the following:

- Attend training sessions providing best practices conducted by the national organization
- Coordinate, plan and implement monthly chapter events
- Market events to the membership
- Handle the logistics of all chapter events, including but not limited to, venue contract review, menu planning, speaker invitations, and travel, etc.
- Work with the program chair in developing and executing high-quality monthly chapter events
- Take a lead role in working with the president on membership growth and renewals
- Assist the chapter officers in the fulfillment of their respective duties
- Complete monthly reports for the chapter and submit to the national organization
- Serve as the liaison between the national office and the local chapter
- Comply with all policies and procedures of the national organization

Education and work experience qualifications include:

- Event planning and/or nonprofit experience preferred
- Sales experience a plus
- Excellent computer proficiency (MS Office - Word, Excel and Outlook)
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service
- Experience in negotiating contracts with various vendors, i.e., hotels, speakers, entertainment, etc.
- Outstanding written and oral communication skills; proven creativity
- Ability to handle multiple tasks simultaneously with efficiency; strong organizational skills
- Maintain professional demeanor and ability to interface with high-level professionals
- Customer service oriented

Send cover letter and resume to Nate Wine, Vice President of the Great Lakes Region, at nwine@legatus.org.