



## Panhellenic Support Specialist

The [National Panhellenic Conference \(NPC\)](#) seeks an energetic and team-oriented individual to assist in carrying out our mission by supporting our College and Alumnae Panhellenic Associations and Panhellenic committees. The ideal candidate will be detail oriented, passionate about the sorority experience and possess strong interpersonal skills. The salary range is \$39,000-\$42,000 annual, along with a competitive benefits package.

### Essential Functions:

- Serve as a staff liaison to the College Panhellenic Associations and the volunteers who work with those associations (area advisors and area advisor coordinators).
- Build relationships with and serve as a resource to fraternity/sorority advisors and other campus partners.
- Develop relationships with member organizations' chapter/member services department or relevant volunteers to facilitate education of NPC policies and activities.
- Review and evaluate campus concerns, policies, actions or documents for requirements that disregard the rights of private member organizations.
- Communicate and follow-up with campus concerns, policies, actions or documents with constituencies as appropriate (e.g., fraternity/sorority advisors, member organizations, fraternal partners).
- Collaborate with other staff and volunteers to create and distribute communications, web resources and newsletters to Alumnae and College Panhellenics.
- Organize and execute annual awards programs for Alumnae and College Panhellenics.
- Collaborate with other staff to develop and present/facilitate NPC educational programs including but not limited to: College Panhellenic Academy, regional conferences (AFLV, NGLA, SGLA), Something of Value and Consulting Team Visits as needed.
- Collaborate with staff to develop, present and evaluate relevant and effective training for volunteers, specifically the planning and execution of College Panhellenics Committee training.

### Qualifications:

- Bachelor's degree from a four-year college/university required.
- Knowledge of NPC member organizations through work on a campus or inter/national member organization headquarter or through inter/national member organization volunteer service (post-bachelor's degree) required.
- Graduate degree in higher education/student personnel preferred.
- Two to three years of previous professional experience preferred.

This position preferably works out of the NPC office in The Village of West Clay in Carmel, Indiana (4 days a week in person, 1 remote); however, special situations to work remotely will be considered and must be addressed in application materials. This position will report to the director of education and panhellenic support and will be one of seven staff members working together as a part of the Panhellenics and Recruitment Team.

**Please submit a resume and letter of interest to NPC Director of Education and Panhellenic Support Jamison Carson at [jamison@npcwomen.org](mailto:jamison@npcwomen.org). Applications will be accepted on a rolling basis and interviews with qualified candidates will begin immediately.**

Our Equal Employment Opportunity (EEO) policy is to employ and retain the most qualified individuals regardless of an individual's race, creed, color, religion, national origin, nationality, ancestry, gender/identity, sexual orientation, age, marital/partnership status, military/veteran status, disability or any other characteristic protected by law.

This policy applies to recruiting, hiring, promotions, compensation, employee benefits, layoffs, terminations, sponsored training, continuing education and all other terms and conditions of employment.