The National Panhellenic Conference (NPC), a trade association for 26 women’s sororities, headquartered in Carmel, Indiana, seeks a detail-oriented individual to join the Operations Team. The operations specialist is responsible for supporting regular office operations, assisting leadership and staff with administrative work and maintaining sponsor/vendor relationships. The ideal candidate will be organized, customer service-minded and proficient at time management.

This is a part time position with a flexible schedule - estimated 22-25 hours per week, Tuesday to Friday. Due to the nature of the responsibilities, this individual must be able to work in the Carmel, IN office. The pay range is $19-21 per hour commiserate with experience.

**Essential Functions:**

- Manage general office email and phones; route correspondence and calls effectively.
- Collect and distribute mail and packages.
- Organize and manage office files and supplies, keep up-to-date inventory records for all supplies and complete proper ordering protocol as necessary. Primary support person for staff's administrative needs.
- Manage all vendor contracts and conduct an annual review for possible cost savings.
- Serve as first contact for constituent questions about NPC’s Salesforce database.
- Be the central point of contact for requests to update all NPC Gmail listservs and manage communications lists in Pardot.
- Assist accounting services provider with bookkeeping and regular accounting entries in QuickBooks and Salesforce.
- Assist leadership with the development and growth of NPC Partner Program.
- Manage printing and mailing of awards for College and Alumnae Panhellenic Associations.
- Assist with preparation for meetings and conference-type events, including but not limited to printing, packing, shipping and transit coordination.
- Coordinate onboarding process for new team members.
- Assist chief administrative officer and other NPC staff members with various projects as assigned.

**Qualifications:**

- Some college and two to four years of previous professional experience required.
- Knowledge of NPC member organizations through employment or inter/national volunteer service strongly preferred.

Please submit resume and letter of interest to
NPC Chief Administrative Officer Amanda Faulkenberg at amanda@npcwomen.org.