



Panhellenic Support Specialist - Education

The [National Panhellenic Conference](#) (NPC) seeks a motivated and team-oriented individual to join the group of staff members working together to provide assistance and resources to College Panhellenic associations, NPC volunteers, campus partners and member organizations in support of NPC's mission.

The ideal candidate will have experience working with, or knowledge of, NPC member organizations and College Panhellenic communities. She will have superior relationship-building skills and experience creating education for collegiate audiences. She will serve as the staff liaison to the College Panhellenics and the Panhellenic Accountability Committees, in addition to supporting the NPC Release Figure Methodology (RFM) Committee with processing RFM reports, gathering recruitment dates, etc.

Essential Functions:

- **Serve** as a staff liaison to College Panhellenic Associations and the volunteers who work with those associations (area advisors and area advisor coordinators), focusing specifically on Clusters 6, 7, and 10 (mid-sized Panhellenic communities).
- **Build** relationships with and serve as a resource to fraternity/sorority advisors and other campus partners.
- **Review** and evaluate College Panhellenic policies, actions or documents for requirements that infringe upon the rights of private member organizations. Address concerns with constituencies as appropriate (i.e., College Panhellenic officers, fraternity/sorority advisors, member organizations, volunteers and other fraternal partners).
- **Create** education for College Panhellenics on fair process, purpose and role.
- **Collaborate** with other staff to create and distribute communications, resources and newsletters to College Panhellenics, to develop relevant and effective training materials and tools for volunteers, and to support the promotion of the sorority experience and attract more women to the College Panhellenic recruitment process.
- **Organize** and execute annual awards programs for College Panhellenics.

Qualifications:

- Required:
 - Bachelor's degree from four -year college/university.
 - Knowledge of NPC member organizations through employment or inter/national member organization volunteer service required (post-bachelor's degree).
- Preferred:
 - Two to three years professional experience.
 - Affiliation, and in good standing, with one of the 26 NPC member organizations.

This position is required to work in the NPC Office in [The Village of West Clay](#) in Carmel, Indiana. Occasional scheduled evening or weekend hours will be required. The salary range is \$44,000-\$46,000 on an annual basis, with a competitive benefits package.

Please submit letter of interest, resume and two professional references to CAO Amanda Faulkenberg (amanda@npcwomen.org)