



Panhellenic Support Specialist - Engagement

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 working with campus partners. She will serve as the staff liaison to the College Panhellenics, Alumnae Panhellenics and the Total Setting 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 2 and 3 (College Panhellenics that do not use RFM and College Panhellenics that lack institutional support).
- **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 and volunteers to create and distribute communications, resources and newsletters to Alumnae and College Panhellenics, and to develop relevant and effective training materials and tools for volunteers.

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)**