



PHI SIGMA SIGMA

EDUCATIONAL LEADERSHIP CONSULTANT POSITION DESCRIPTION

Reports to: Assistant Director of Programs & Education
Location: Remote, travel up to 100% of the time
Classification: Full-time contract for 28 weeks
Target Start Date: August 8, 2022

Summary

Educational leadership consultants (ELCs) are recent alumnae who support Phi Sigma Sigma as professional staff members. ELCs are responsible for working directly with Phi Sigma Sigma's collegiate chapters and local volunteers to provide the best possible support and member experience for all sisters.

Specific Responsibilities

- Provides on-site and virtual recruitment support to assigned chapters
- Facilitates chapter programs developed by the Programs & Education team
- Conducts chapter assessments on behalf of the Fraternity

Qualifications

- Must be an initiated member of Phi Sigma Sigma, graduated by summer 2022 and in good standing
- Self-motivated, outgoing and accountable
- Ability to adapt to new and changing situations
- Comfortable working and traveling independently
- Strong written and verbal communication skills, including public speaking
- Demonstrates extensive knowledge of policies and procedures
- Willingness to be a "team player" with the ability to handle challenges
- Possess a valid state-issued driver's license and comfort and experience in using rideshare applications

Compensation & Benefits

- Access to corporate spending account to cover travel expenses, including TSA Pre-check



How to Apply

Interested applicants should submit a cover letter, resume and application on the Phi Sigma Sigma website. **The priority deadline for applications is Monday, May 16, 2022.**

[CLICK HERE TO APPLY](#)

If you have any questions about the position or application, please contact us at resumes@phisigmasigma.org.

Disclaimer: The above statements are not intended to be an exhaustive list of all responsibilities, duties and skills required. Nothing in the job description restricts Phi Sigma Sigma's right to change, assign, or reassign duties and responsibilities at any time, for any reason.