



Position Title: Educational Program Intern

Organization: North American Interfraternity Conference (NIC)

Reporting Relationship: Assistant Director of Education and Leadership Development

Location: Carmel, Indiana

Availability: Immediate

The NIC is focused on enhancing the fraternity experience, and our educational programs and initiatives are a big part of that work. We are looking for a graduate-level intern to join our team to drive the execution and assessment of programs that will inspire fraternity/sorority members and empower them to positively shape their communities such as PRIME: The Summit of IFC Presidents, IFC Academy, IMPACT, LAUNCH and the Undergraduate Interfraternity Institute (UIFI).

In this role, you will:

- Provide assistance and support to NIC educational programs including logistics coordination, marketing, planning, registration and program assessment
- Assist in supporting campus-based partners with the planning and execution of location programs
- Manage assessment, evaluation and feedback to consistently improve and develop educational opportunities
- Prepare variety of reports on education programs
- Other duties as assigned

You are:

- A detail-oriented, thorough individual
- A servant leader motivated to exceed expectations with high ethical standards
- A self-starter, able to work independently
- A team player with commitment to build relationships and work collaboratively with staff, key volunteers and constituents
- Able to balance multiple projects at once

You'll need:

- Excellent written and oral communication skills
- Excellent organization and task/project prioritization skills
- Interpersonal skills with ability to establish and maintain effective relationships
- Membership in a fraternity or sorority preferred

Are you saying to yourself, "This is me."?

Email a cover letter and résumé to jackie.hackett@nicfraternity.org. Résumé review will begin immediately.

About the NIC:

The NIC is the trade association representing 66 inter/national men's fraternities. The NIC's member organizations boast more than 6,000 chapters located on more than 800 campuses in the United States and Canada, with approximately 385,000 undergraduate members and nearly 4.2 million alumni.