

## **NATIONAL LEADERSHIP CONSULTANT POSITION OVERVIEW:**

The NLC role is a 1-2 year paid professional development position with intentional pathways for career advancement within the organization for those with exceptional performance. As a member of the Executive Headquarters staff, NLCs mentor, coach and empower Chi Omega leaders to reach their highest potential.

NLCs serve as Chi Omega brand ambassadors promoting the Fraternity mission and vision and are assigned chapters to visit, educate and problem solve with using communication skills, strengths-based leadership and motivational interviewing. Consultants create, present and facilitate engaging workshops to audiences ranging in size from 10-300 women on a variety of topics such as emotional intelligence, bystander behavior, mental health, motivation, confidence, accountability, leadership development, organizational development, and operational efficiency. They also work one-on-one with chapter officers and alumnae volunteers for customized support in the areas of tri-board relations, membership experience, membership retention, change management, brand promise marketing, budgeting and officer/volunteer onboarding.

Chi Omega is committed to the development of NLCs as individuals and as employees. NLCs participate in 3 collective weeks of intense position-specific training (2 weeks in the summer and 1 refresher training in December), ongoing staff development trainings and workshops, a Clifton Strengths course to understand individual strengths and how those strengths manifest in team and group work; Mental Health First Aid training and regular performance feedback from chapters and upper level management.

## **HIRING TIMELINE:**

- Applications due November 22nd
- Interviews- Mid December through Early January
- Applicants notified by March 31st

## **COMPENSATION:**

First year NLCs for the 22/23 academic year will be paid \$2,600.00 monthly plus any applicable overtime pay. NLCs are non-exempt employees paid using the fluctuating work-week method using the highest minimum wage rate among all states regardless of the state the NLC resides in for the purposes of calculating overtime pay.

Many, if not most, consultants choose to live with family in order to defray living costs since the position requires extensive travel.

The NLC employment contract is from late May or early June 2022– April 30, 2023.

## **BENEFITS:**

**Health Insurance:** Chi Omega offers employer contributed benefits including medical, dental and life insurance to National Leadership Consultants. Consultants are eligible for coverage on June 1, 2022. In addition, Chi Omega offers employee paid benefits including vision, life insurance and AD&D, as well as flexible spending plan.

**401(k) Savings Plan:** Consultants are eligible to participate in the 401(k) Savings Plan beginning the first day of the month following the first day of employment. As the plan currently stands, the Company matches employee contributions dollar-for-dollar on the first 5% deferred by the employee.

**Business Expenses:** The Company will reimburse reasonable business and travel expenses. When traveling on Chi Omega business, the Company will cover airline travel, meals, rental cars, gas, and lodging/accommodations. Other expenses covered include a one-time office set up stipend, TSA Pre-check application fees if you are not already enrolled, and a monthly cell phone stipend. NLCs are also able to keep all of their business frequent flyer miles.

**Business Equipment:** Each NLC is welcome to use their own personal laptop for conducting business. If she does not have a laptop or would prefer not to use hers, a device will be provided by Chi Omega.

## **EXPECTATIONS:**

- Flexibility to travel, even on short notice, at the direction of the Executive Headquarters or the Supreme Governing Council of Chi Omega
- Delivery of top-notch customer service and swift responsiveness to alumnae volunteers, chapter officers, university personnel, Executive Headquarters professionals and the Governing Council.
- NLCs primarily set their own schedule, but based on the membership timeline, certain times of the year (recruitment, extension, etc.) may be busier than others. NLC work week hours fluctuate week to week with some weeks going over 40 hours. NLCs are expected to exhibit stamina and flexibility in this regard.
- NLCs may be assigned to extended temporary residence assignments in the event of establishing a new chapter or for prolonged chapter support. These assignments, as all other assignments, are required by any employee accepting the position. Travel and accommodations during these visits are covered by Chi Omega.
- NLCs are often required to attend all National Meetings during their contract term.

- NLCs are often required to attend other conferences or travel to the Executive Headquarters for special assignments.
- NLCs are required to maintain appropriate professional relationships with chapter officers, alumnae volunteers and university personnel.
- NLCs are expected to dress professionally when representing the Fraternity.

### **QUALIFICATIONS AND COMPETANCIES:**

- Undergraduate or graduate degree
- Valid driver's license
- Member of Chi Omega in good standing
- Professional personal presentation
- Positive and motivating demeanor
- Excellent verbal and written communication skills
- Strong work ethic and independent self-discipline to design a flexible yet productive work-flow plan
- Demonstrated short and long -range solution oriented planning skills
- Top-performing National Leadership Consultants have also demonstrated the following core strengths: Communication, Positivity, Achiever, Includer, and Learner

[\*\*CLICK HERE TO APPLY FOR THE NLC ROLE!\*\*](#)