

Pi Beta Phi Traveling Consultant

Job Title: Traveling Consultant

Salary Type: Exempt

Reports to: Assistant Director of Chapter Services

Effective: July 2026

PRINCIPAL OBJECTIVE:

The Traveling Consultant provides guidance to collegiate chapters through scheduled chapter visits and continued support. The consultant role has an increased focus on fostering sustainable growth through innovative recruitment techniques, training, and supporting to ensure our chapters thrive in attracting and recruiting members.

CORE RESPONSIBILITIES:

- Makes scheduled chapter visits to assess current recruitment practices, identify areas for improvement, and collaborate to develop tailored strategies that align with Pi Beta Phi's recruitment goals
- Makes scheduled chapter visits to support officer training and development, and offers guidance on officer responsibilities and best practices
- Provides individual guidance and mentoring to chapter officers, including recruitment teams throughout the recruitment cycle, including planning, execution, post-recruitment evaluations, and Continuous Open Bidding
- Implements innovative marketing and branding initiatives to strengthen chapters' recruitment efforts
- Designs and facilitates training sessions and workshops for chapter members and recruitment teams, focusing on effective recruitment techniques, inclusive practices, and engagement strategies
- Creates and maintains resources, toolkits, and best practices that empower chapters to strengthen chapter operations and create effective change
- Utilizes data and trends from various recruitment and chapter reports to provide insights and recommendations for improving recruitment efforts and enhancing overall chapter and campus Panhellenic growth strategies
- Works closely with Fraternity officers, Headquarters staff, AAC, college Panhellenic and campus officials to ensure alignment with overall Fraternity objectives
- Coordinates individual travel arrangements for chapter visits and Fraternity sponsored events as needed
- Submits timely action plans, written reports of visits, online time logs, expense reports, etc.
- Engages in new chapter establishment recruitment efforts as needed
- Completes other duties as assigned

HEADQUARTERS STAFF COMMITMENTS

All members of the Headquarters staff are expected to:

- Offer premier customer service.
- Commit to collaborative relationships with volunteers.
- Care for each other.
- Build affinity and Pi Phi Pride with every action and interaction.

QUALIFICATIONS OF A SUCCESSFUL CANDIDATE:

- Bachelor's degree; Extensive Fraternity knowledge and perspective gained by experience at the chapter Executive Council level or campus level Panhellenic board experience or campus leadership.
- Strong interpersonal and communication skills, with the ability to motivate and influence a variety of audiences.
- Excellent organizational and management skills, with attention to detail.
- Demonstrated ability to think creatively and develop innovative solutions to challenges.

ADDITIONAL INFORMATION:

Extensive travel required. Private office space with WiFi connection required for virtual meetings. Valid driver's license and passport required.

The compensation for this position is \$844/week.

Pi Beta Phi's Mission, Vision, Core Values and statements on philanthropic service and our Commitment to Diversity, Equity and Inclusion can be found at pibetaphi.org/about.