



8741 Founders Road
Indianapolis, IN 46268-1338
Phone: (317) 644-1920

INTERNSHIP OPPORTUNITY

POSITION

GRAND CONCLAVE KANSAS CITY INTERN

DEPARTMENT

Fraternity Operations

COMPANY

Sigma Tau Gamma Fraternity, Inc.

YOUR ROLE IN OUR VISION AND PURPOSE

The Grand Conclave Kansas City Intern position is a volunteer opportunity responsible for assisting in the execution of the Centennial Celebration at Grand Conclave Kansas City this June. As the biggest event in the history of the organization to date, the intern will be a pivotal part of the success of Grand Conclave Kansas City and will be able to join brothers in the momentous occasion.

SPECIFIC RESPONSIBILITIES

- Attend the Centennial Celebration at Grand Conclave in Kansas City, Missouri (June 24-28, 2020)
- Assist with on-site event responsibilities including assisting in the Sig Tau Marketplace, national archive displays, communications and media efforts, check-in and guest support, behind the scenes operations.
- Serve as a positive role model and host to undergraduate and alumni brothers, friends of Sig Tau, vendors, campus partners, and more.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS

- Member of Sigma Tau Gamma Fraternity or other fraternity/sorority preferred.
- Computer literacy and proficiency with Microsoft Office suite.
- Must possess excellent organizational and communication skills.
- Initiative and independence in carrying out responsibilities.
- Ability to prioritize and manage multiple tasks and a variety of demands.
- Strong self-motivation and the ability to work as a team member.



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- Must be able to excel in a continuously evolving work environment.
- Demonstrate the ability to work effectively with people of diverse backgrounds and promote a positive work environment, the spirit of cooperation and positive reactions to change.
- Must be able and willing to lift and carry items 35-50 lbs.
- Creativity, curiosity, sense of humor, high energy level and enthusiasm.

LOCATION

Kansas City, Missouri

DESIRED INTERNSHIP DATE

June 24-28, 2020

EMPLOYMENT STATUS

Volunteer

COMPENSATION

Sigma Tau Gamma is a small, non-profit business with a large reaching impact. Our professional staff and intern opportunities immediately allow you to join and have an instant impact on an organizational membership of over 67,000 living members.

Additionally, you will receive:

- Travel provided by Sigma Tau Gamma to Grand Conclave Kansas City including meal, flight, and/or mileage reimbursement
- Attendance at Grand Conclave Kansas City at no expense including meal and hotel accommodations
- Personal and professional development growth opportunities including internship credit if possible, for your academic program

NON-DISCRIMINATION POLICY

The Sigma Tau Gamma Fraternity, Foundation, and the WPN National Housing Company are an equal opportunity employer. We do not discriminate in hiring or employment on the basis of race, color, religion, national origin, gender, marital status, sexual orientation, age, disability, veteran status, or any other characteristic protected by federal, state, or local law.