

Experience Required:

- Postsecondary education
- High School & Collegiate activities participation
- Business development and management
- Superior writing ability
- Prestige public speaking
- Technology sound
- Microsoft PowerPoint
- Nationwide Travel
- Must be Bilingual (English and Spanish)

The **Principal** of Scholarships 4 Us is accountable for direct oversight of the business operations and Accredited Hosts including but not limited to:

- Understand the origin of The Program's formation and its mission and purpose
- Learn the accountabilities associated of all governing members
- Understanding the processes of the Accounting & Bookkeeping organization
- Prepare for the succession of the President, Principal and Administrator
- Ensure the Accounting & Bookkeeping organization maintains its integrity to the business through reviewing records and reports with the governing members
- Support the governing members in designing further business operations and the development of instructional strategies
- Refer all public statements and responses on behalf of the organization to the President
- Prepare with the governing members in-person and virtual presentations
- Work with the governing members to establish a National Inaugural Events agenda at middle schools, high schools, and college campuses
- Plan event visitation schedule with the governing members throughout the year
- Book all Inaugural Events including venue, travel, lodging etc.
- Schedule and complete with the governing members Accredited Hosts introductory meetings
- Audit Accredited Hosts annually to ensure proof of General Liability Insurance has been uploaded to their Portal
- Be the direct point-of-contact for all Accredited Hosts
- Sign contracts including Accredited Hosts Terms and Conditions of Use in absence of the President
- Investigate and resolve with the governing members claims of misconduct from an Accredited Hosts
- Sign-off on 'Revocation of Accreditation'
- Provide written notice to an Accredited Hosts of 'Revocation of Accreditation' including the signature from the President
- Review improvement considerations for The Program and business operations with the governing members
- Act as the arbitrator for internal disputes to ensure they are resolved and avoided