

DELTA SIGMA THETA SORORITY, INC.
A Service Sorority
Grand Chapter

VACANCY ANNOUNCEMENT

TITLE: Publications & Communications Specialist
DEPARTMENT: Programs and Communications
WORKSITE: 1707 New Hampshire Ave, N.W.
Washington, DC 20009
SCHEDULED HOURS: Full-Time, 40 hours/wk
SALARY: Negotiable

OPENING DATE: May 4, 2018
CLOSING DATE: May 30, 2018
NO OF VACANCIES: One (1)

FLSA CLASSIFICATION: Exempt
REPORTS TO: Director, Programs & Communications

POSITION SUMMARY:

The Publications and Communications Specialist is the lead in informing member of Delta Sigma Theta Sorority, the general public, and the media about the programs administered by the Sorority. Further, the Publications/Communications Specialists' responsibilities include serving as the Editor for Delta periodicals published by Grand Chapter i.e., ***DELTA Journal*** and ***DELTA Newsletter***. In conjunction with the Public Relations specialist, the incumbent of this position provides technical support to the National Information and Communication Committee. This Committee is responsible for planning and coordinating a system of information, including disseminating useful information to members, various audiences, and the general public, as well as creating a favorable image and response toward the Sorority and its constituency.

DUTIES AND RESPONSIBILITIES:

1. Serves as Editor, Primary Writer, and Managing Editor of Grand Chapter periodicals and select Publications.
2. Provides leadership and technical assistance in the planning and development of the Sorority's Corporate Report and other promotional/informational documents.
3. Prepares editorial content for Sorority's home page on the internet and serve as content manager to develop and manage blog for Grand Chapter.
4. Work with Specialist, Web Design and Development as required for uniformity with the Sorority's brand for social media.
5. Advise on social media trends that are pertinent to the image and brand of the Sorority.
6. Keep social media reports (i.e. "likes" and "trends").
7. Writes and edits scripts for videotapes produced by Grand Chapter for various events.
8. Prepares special event letters for the National President, e.g. Founders Day, Chapter Anniversary celebrations and external requests from organizations.
9. Facilitates general information requests.

10. Facilitates Media Relations in accordance with the Sorority's policy; writes news releases and public service announcements; prepares media kits and promotional material; coordinates media appearances and requests made of the National President and other Delta leaders; reviews daily press clippings; and arranges news conferences and staffs press room.
11. Assists with special event planning, i.e., conceptualizing and implementing plans for Delta Sigma Theta Sorority, Inc. National events that relate to theme, logistics, volunteer coordination, public relations, and publications production.
12. Performs various writing assignments, i.e., introductory remarks for Delta speakers, ad copy for Delta Sigma Theta Sorority, Inc. advertisements, and content for Committees' chapter mailing items, etc.
13. Provides technical assistance for workshops at Regional Conferences and National Conventions vis-a-vis Public Relations.
14. Assists assigned Committees in developing public relations campaigns for National Conventions and local chairs with implementing publicity/public relations plans for Regional Conferences.
15. Serves as Staff Liaison for the National Information and Communications Committee and the National Commission on Arts and Letters.
16. Serves as Staff Contract Administrator for any vendor whose services are engaged for specific needs/purposes in the areas of public relations, photography, and art-related endeavors.
17. Performs other duties as assigned.

QUALIFICATIONS:

1. Membership in Delta Sigma Theta Sorority, Inc.
2. Bachelor's degree in journalism, communications, or public relations.
3. At least three (3) years of professional experience in writing or public relations; print and digital (video, social media, etc.) journalism experience preferred.
4. Demonstrated exemplary writing and speaking skills.
5. Excellent editorial judgment.
6. Computer proficiency — possesses graphic design skills and knowledge of state of the art desktop publishing software. (Adobe Cloud, Photoshop, Hootsuite's, etc.)
7. Demonstrated creative talent.
8. Exemplary interpersonal communications

WORK CONDITIONS:

1. Work is performed in normal office environment and setting.
2. Required to travel to site locations of National Conventions and Regional Conferences.
3. Work outside of normal working hours may be required.

4. Required to perform additional duties requested by National President, Executive Director and Deputy Executive Director.

To apply for this position, submit a current resume that reflects that you possess the required qualifications as described in this vacancy announcement, along with a cover letter that states specifically your salary requirements and the title of this position. Submissions that do that include all of the requested information will not be considered.

Mail to: Delta Sigma Theta Sorority, Inc.
1707 New Hampshire Avenue, N.W.
Washington, DC 20009
Attn: HR Manager
Or Email to hrmanager@deltasigmatheta.org