



DELTA SIGMA THETA SORORITY, INCORPORATED

A Service Sorority Founded in 1913

1707 New Hampshire Avenue N.W., Washington, DC 20009 | (202) 986-2400 | Telefax (202) 986-2513

VACANCY ANNOUNCEMENT

TITLE: Executive Assistant to the DED

OPENING DATE: July 24, 2019

DEPARTMENT: Executive Office

CLOSING DATE: Open Until Filled

WORKSITE: HQ Offices

FLSA CLASSIFICATION: Exempt

SALARY: Commensurate with experience

POSITION PURPOSE AND SUMMARY

The incumbent of this position performs a wide variety of support duties in support of the **Deputy Executive Director** to include preparing reports and written correspondence. The Executive Assistant must be proficient in Microsoft Office and perform high-level duties with minimal supervision following established procedures and deadlines. The Executive Assistant must use tact and judgment and preserve the confidentiality of sensitive information.

DUTIES AND RESPONSIBILITIES

1. Performs general support functions such as receiving, referring and handling incoming calls; drafting routine correspondence; writing and filing reports, retrieving and re-routing of mail at the Director's request on a daily basis and copying and disseminating materials and mail to chapters and members.
2. Responds to routine inquiries and/or requests for the Deputy Executive Director and other projects conducted within the department.
3. Assists with the preparation of materials and reports for national committee meetings, executive board meetings and takes minutes at departmental staff meetings.
4. Drafts correspondence and reviews/assists with conference and convention programs.
5. Liaise with the Special Assistant to the National President on certain issues as necessary.
6. Assists with the implementation of department goals, objectives, policies and procedures.
7. Keeps track of inventory of supplies utilized by department staff. Submits supply requests received from staff for supply orders and submits to department director for approval.
8. Performs other duties as assigned.

REQUIRED QUALIFICATIONS

1. At least two years of college required. Bachelor's degree preferred.
2. Membership in Delta Sigma Theta Sorority, Incorporated is required for certain positions. The Executive Assistant to the DED is one of those positions.
3. Demonstrated strong verbal and written communication skills a must.
4. Excellent skills in administrative support and use of Microsoft Office (Word, Excel, PowerPoint) and desktop publishing software.
5. Ability to take information provided and provide summaries or reports to Executive staff.
6. Ability to quickly acquire and use knowledge of the National Headquarters and Executive Office to complete assigned tasks.
7. Ability to maintain strict confidentiality.
8. Ability to work effectively with department staff, co-workers, vendors, Delta membership and Delta Leadership.
9. Responsible, reliable and able to bring action items to completion with minimal supervision.

WORK ENVIRONMENT

The position functions in a professional office environment. Due to the size and scope of the Department, the Executive Assistant must be flexible and responsive to changing demands especially during periods of convention and conference planning.

The incumbent must be able to travel 20-25% of the time. Must be able to move about in the office to access the file cabinets and office machines and able to lift boxes up to 25 pounds on occasion.

This position is located at the National Headquarters of Delta Sigma Theta Sorority, Inc., 1707 New Hampshire Avenue, N.W. Washington, DC

Before applying, please visit our website at deltasigmatheta.org to familiarize yourself with who we are and our mission.

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. Also, please indicate the title of the position.

Submissions that do not 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