



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: Specialist, Arts and Letters

FLSA CLASSIFICATION: Exempt

DEPARTMENT: Programs

SCHEDULE: Full-Time, 40 Hours/Week

WORKSITE: 1707 New Hampshire Ave., NW
Washington, DC 20009

REPORTS TO: Coordinator, Programs

SALARY: Commensurate with Experience Plus Benefits

POSITION PURPOSE AND SUMMARY

The incumbent in this position will work primarily as the liaison to the Sorority's National Arts and Letters Commission providing support to the initiatives and programs of its six subcommittees. This includes writing and/or editing for projects, correspondence and published works; creating and maintaining surveys and submission forms; providing planning assistance for activities for national conventions and regional conferences; responding to and troubleshooting commission-related inquiries within and outside the commission; and assisting other committees and commissions, Sorority leadership, membership, external constituents and the general public as required.

This position also works closely with the Sorority's National Chaplain's Council and Liturgical Dance Team, which includes drafting programs for religious services; serving as point of contact for clergy members; and supporting the preparations for religious services at national conventions, regional conferences and Delta Days in the Nation's Capital.

DUTIES AND RESPONSIBILITIES

- Provides and/or manages communication, logistical, creative and technical support to National Arts and Letters Commission and its initiatives, serving as an Headquarters resource staffer;
- Engages members via their participation in commission/committee-related initiatives and activities (e.g. troubleshooting issues, responding to inquiries, etc.);
- Produces written and/or visual content for Arts and Letters Commission and Chaplain's Council, including event and ecumenical service programs, and official letters, statements, remarks and scripts;
- Creates notifications, submission forms and surveys to engage, organize and track member participation in commission-related initiatives;

- Responds to inquiries and requests for general information from individuals and organizations according to established protocol;
- Supports and/or facilitates planning of national convention, regional conference, Delta Days in the Nation's Capital special events, programs and planned services of the Arts and Letters Commission, National Chaplain's Council and/or Liturgical Dance Team;
- Provides editing/proofreading assistance as required;
- Provides technical assistance for workshops and presentations at national conventions, regional conferences and other department managed events;
- Prepares and/or edits content for the Sorority's website;
- Facilitates media relations inquiries in accordance with the Sorority's policy;
- Writes and/or edits scripts for films and videotapes produced by Grand Chapter;
- Travels when required; and
- Assumes other duties as assigned.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS, & ABILITIES

- Bachelor's Degree required in journalism, public relations, arts management, English or related field;
- Minimum of (5) years of professional work experience requiring major responsibility for writing assignments and public relations programs;
- Professional competency in administrative support, desktop publishing, standard office equipment and verifiable success using Microsoft Office with specific emphasis on Word, Excel and PowerPoint; Adobe products with emphasis on Acrobat and Photoshop; and platforms such as JotForm and SurveyMonkey;
- Excellent written and verbal communication, as well as visual and written creativity;
- Command of the English language, including rules and usage, knowledge of AP Style preferred;
- Demonstrates ability to develop creative, unique, and relevant content for print or web correspondence, publications or projects;
- Ability to quickly acquire and apply knowledge of departmental program structure (mission, goals and objectives) and department policies and procedures;
- Execute sound judgment and keen attention to detail;
- Ability to multi-task, meet aggressive deadlines, and perform tasks in a fast-paced environment;
- Strong analytical, planning, organizational, and time management skills;
- Sound research skills which include gathering and evaluating information;
- Experience in creating social media content;
- Ability to work independently and as a member of a team; and
- Membership in Delta Sigma Theta Sorority, Inc.

Before applying, please visit our website, www.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, along with a cover letter that specifically states your salary requirements.

Mail to – Delta Sigma Theta Sorority, Inc.

1707 New Hampshire Avenue N.W. Washington, DC 20009

Attn: Human Resources Director

Or email – hrmanager@deltasigmatheta.org