



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: Coordinator, Program Planning and Development

FLSA CLASSIFICATION: Exempt

TOUR OF DUTY: Full-Time, 40 Hours/Week

DEPARTMENT: Programs

REPORTS TO: Director of Programs

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

Position Purpose and Summary

The Coordinator, Programs Planning and Development is responsible for providing technical assistance to assigned National Committees and Subcommittees. The PP&D Coordinator provides support services to chapters and members as it relates to the work of assigned National Committees and Subcommittees. The position will monitor programs, analyze data, prepare reports, and assist in the development of training tools and other informational materials for distribution. The incumbent of this position reports to the Director of Programs.

Duties and Responsibilities

- Promotes good relations between Grand Chapter and individual chapters by effectively implementing programmatic objectives, including responding promptly and efficiently to requests for information and/or technical assistance from chapters.
- Supervises the Public Relations Specialist for the Arts and Letters Commission.
- Monitors implementation of programs in chapters to ensure their success and national requirements are met.
- Executes the programmatic policies and procedures, goals, and objectives of the sorority's programs and projects, evaluates programs, and recommends strategies for existing and new programs.
- Provides technical assistance to committee chairs, sub-committee chairs, and committee members, as assigned and answers questions and disseminates general program information and updates regarding Delta's programmatic initiatives.
- Assists with the implementation of any special events pertaining to a programmatic thrust (e.g., Presidential Academy and Summits).
- Creates, reviews, and monitors chapter program reporting forms for compliance (e.g., Demographics Form, Risk Management). This also includes trouble shooting with background screening vendor.
- Serves as Staff Liaison for the National Program Planning and Development Committee and the Distinguished Professor Endowed Chair Committee and identifies voids in chapter programs and advises the Programs Director and committee chairs.
- Maintains the files of assigned committees and task forces.

- Monitors and reconciles budgets, maintains financial documentation, provides information, research, statistics and analysis and makes recommendations on expenditures for committee work.
- Builds and maintains effective working relationships with the sorority's officers, employees, and membership as well as with outside organizations and agencies.
- Coordinates and identifies the use of outside service providers on behalf of National Committees; manages and controls programmatic expenditures within a set budget: monitors and reports on program activities, cost, performance, etc., as required.

Minimum Qualifications, Knowledge, Skills, & Abilities

- Member of Delta Sigma Theta Sorority, Inc.
- Bachelor's degree in Social Work, Political Science, Urban Affairs, Education or a related field.
- Experience in program implementation and oversight. Knowledge of effective and efficient methods of program and special event planning and execution.
- Excellent communication skills, both written and oral.
- Knowledge of effective and efficient methods of program and special event planning and execution. Ability to multi-task, meet deadlines, and execute tasks in a fast-paced environment.
- Ability to work independently as well as in a team-oriented and collaborative environment and meet aggressive deadlines and execute tasks in a fast-paced environment.
- Knowledge of MS-Office software and Adobe Photoshop and other state-of-the-art desktop publishing software.
- Must have (5-10) years of professional work experience and two (2) years supervisory experience.

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 as described in this vacancy announcement, along with a cover letter that specifically states your salary requirements. Please also indicate the title of the desired position.

**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