

DELTA SIGMA THETA SORORITY, INC.

A Service Sorority

Grand Chapter

VACANCY ANNOUNCEMENT

TITLE: Specialist, Internal Policies & Procedures

OPENING DATE: September 7, 2016

DEPARTMENT: Membership

CLOSING DATE: Open Until Filled

WORKSITE: 1707 New Hampshire Ave., N.W.
Washington, DC 20009

NO. OF VACANCIES: One (1)

SCHEDULED HOURS: Full-time, 40 hours per week

FLSA CLASSIFICATION: Exempt

SALARY: Commensurate with experience, plus benefits

POSITION PURPOSE AND SUMMARY

The Specialist, Membership Internal Policies & Procedures carries out a variety of duties in reference to policy, procedural and constitutional adherence; researching, gathering and analyzing data; evaluating and recommending action and follow-up; preparing reports and informational materials in internal management (policy and procedural area) and report presentation preparation. S/he provides assistance to Legal Counsel, when requested, by gathering information for litigation purposes.

The Specialist must be able to implement and require adherence to established policies and procedures in an objective manner; quickly obtain a thorough knowledge of the mission and internal operations of the organization; be able to apply analytical, investigative and evaluative techniques for assessing, developing and executing the duties under her responsibility and provide regular feedback and assessment.

ESSENTIAL FUNCTIONS:

1. Ensures adherence to the Disciplinary Action process for members/chapters (probation, suspension and expulsion) and the Code of Conduct administered by the National Scholarship and Standards (S&S) Committee. Maintains records, prepares reports and distributes in accordance with policy.
2. Receives and processes allegations/reports of hazing, etc. regarding Membership Intake and other violations in accordance with policy and transmits notification to the appropriate Regional Director or National Officer.
3. Ensures adherence to the Appeals process and prepares such documents for administration by the National Scholarship and Standards committee (Level I), the Executive Board (Level II) and Executive Session (Level III); and maintains records of same in compliance with policy.
4. Monitors/updates the Disciplinary Report on the official website as it relates to adding/removing individuals and chapters sanctioned.
5. Receives approved Rules of Order and Policies and Procedures from the regional member of the National Scholarship and Standards Committee for inclusion in the chapter's files. Upon notification of receipt and pending the approval, the Specialist ensures that the chapter is given credit for submitting both in the Chapter Management Assessment (compliance) Report.
6. Provides technical support to committees/commissions/task forces assigned by the Director.
7. Provides technical support with workshops and trainings on the national and regional levels. Also provides on-site assistance to respective committees/commissions/task forces.
8. As assigned, performs other duties of the Membership Department in preparation for National Conventions and Regional Conferences internally and on site.
9. Serves as staff liaison for the National Constitution and Bylaws Committee; and is responsible for compiling the proposed amendments for distribution to Grand Chapter. Also, insures that all approved changes are updated in the document for printing and distribution.

10. Currently serves as the staff liaison for: Hazing Prevention and Investigation Teams Task Forces and provides technical support to the same.
11. Assists with the upkeep, maintenance and on-site set-up of all ceremonial properties at Regional Conferences and National Convention.
12. Prepares communications, reports, when necessary, for the official website.
13. Performs any other such duties as may be assigned.

REQUIRED QUALIFICATIONS:

1. Bachelor's Degree required
2. Membership in Delta Sigma Theta Sorority, Incorporated is required for certain positions. The Specialist, Internal Policies & Procedures is one of those positions.
3. Must possess knowledge of Delta Sigma Theta's policies, standards and procedures; disciplinary actions (probation, suspension, expulsion, barring); and Code of Conduct.
4. Minimum of three years professional experience.
5. Clerical, typing/keyboard, and computer skills are necessary and must be familiar with various software applications such as Microsoft Word/Excel.
6. Excellent organizational ability in handling the numerous duties and changing of priorities.
7. Detail-oriented; able to work independently with minimal supervision.
8. Self-motivated; demonstrates initiative; able to work under pressure and tight time-sensitive timelines/deadlines; and must be flexible in carrying out the varied assignments.
9. Excellent multi-tasking and prioritization (and re-prioritization) skills are a must.
10. Proven excellent skills in planning, verbal and written communication, implementing, administering and managing policies.
11. Ability to travel frequently for meetings. (25-45% of time)

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, indicate the title of the position and 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.

Submissions that do not include all of the requested information will not be considered.

**Delta Sigma Theta Sorority, Inc.
1707 New Hampshire Avenue, N.W.
Washington, DC 20009
Attn: HR Manager**

Or email: hrmanager@deltasigmatheta.org