

DELTA SIGMA THETA SORORITY, INC.
A Service Sorority

An Equal Opportunity Employer

VACANCY ANNOUNCEMENT

TITLE:	Specialist, Social and Political Action	OPENING DATE:	July 30, 2018
DEPARTMENT:	Programs & Communications	CLOSING DATE:	Open Until filled
WORKSITE:	1707 New Hampshire Ave., N. W. Washington, DC 20009	NO. OF VACANCIES:	ONE (1)
TYPE:	Full-Time, 40- hour week	FLSA CLASSIFICATION:	Exempt
SALARY:	Commensurate with Experience plus Benefits		

POSITION PURPOSE AND SUMMARY

Under the general direction of the Director of Programs and Communications the Social and Political Action Specialist serves as liaison to the Sorority's Social Action Commission (SAC) and works closely with the Commission in implementing strategies to accomplish policy objectives and in preparing for conventions, conferences, and special days and events. Reporting to the Department Director, the Social and Political Action Specialist will be responsible for administrative support to the National Social Action Commission, including managing various national projects. Other responsibilities include working with internal and external constituents; monitoring issues and legislation at the federal, state and local levels to assess the impact of public policy changes on members of Delta Sigma Theta Sorority, Inc., as well as the public under the direction of the Social Action Commission.

DUTIES AND RESPONSIBILITIES

1. Researches special reports, Congressional publications, and scholarly publications, discussing such with staff, national officers, and the Social Action Commission for their input, direction and usage.
2. Assists in the preparation of written materials which addresses the Sorority's position on proposed legislation, regulations, and related public policy.
3. Selects appropriate materials and public policy issues for review by the Social Action Commission.
4. Prepares responses to members' inquiries on public policy affairs and issues.
5. Provides recommendations on materials forwarded by the Social Action Commission based on analysis and review.
6. Seeks and obtains information regarding new laws, regulations, court cases and educational policy changes which impact the implementation of the Sorority's mission.
7. Periodically confers with public officials to provide and develop information that is relevant to the Sorority's public policy agenda.
8. Prepares reports with the SAC to address various issues which includes implications, courses of action, and alternatives.
9. Tracks and analyzes federal and state legislation.
10. Periodically attends hearings and association meetings and prepares summaries as requested by the SAC or Delta leadership.
11. At the direction of the SAC or Director prepares communications for dissemination internally and externally.
12. Performs other duties as assigned by Headquarter's leadership.

QUALIFICATIONS, Knowledge, Skills, Abilities, and Competencies

1. Bachelor's degree in Public Policy, Political Science, Government or related field.
2. *Membership in Delta Sigma Theta Sorority, Inc. is required for some of our positions. The Specialist, Social and Political Action is one of those positions.*
3. 3-5 years of experience reviewing, tracking, and analyzing public policy and related information to identify issues and recommend courses of action.
4. Ability to convey information both verbally and in writing concisely, accurately, and in a timely manner.
5. Ability to establish and maintain effective internal and externally working relationships i.e., Delta's leadership, the Social Action Commission, legislative partners as well as public officials.
6. Ability to organize and prioritize work to ensure that aggressive deadlines are met.
7. Knowledgeable about the mission and historical perspective of the Sorority to make an informed judgment of the issues likely to be of concern to the membership.
8. Working knowledge of the legislative process.
9. Ability to perform with minimum supervision.
10. Must be able to travel up to 20% of the time (locally and nationally)
11. Proficient in using the computer to accomplish work - specifically, Microsoft Office software, and social media tools.

QUALIFICATIONS CONSIDERED A PLUS

1. Experience working for a non-profit organization.
2. Advanced degree in Public Policy, Political Science, Government, or related field.
3. Experience working in a legislative environment at any level of government.

WORKING CONDITIONS

1. Must be able to work after normal business hours and weekends when necessary to complete work demands, especially when preparing for events and meetings.
2. Must be able to travel to and perform duties at event locations.
3. Performs duties in a sedentary environment; however, the work may require the incumbent to walk, stand, bend and exert negligible amounts of force lifting, carrying, pushing, pulling or otherwise moving files and other documents.

This position is located at the National Headquarters of Delta Sigma Theta Sorority, Inc., 1707 New Hampshire Avenue, N.W., Washington, DC 2000.

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**

