

Vacancy Announcement  
Coordinator, Programs, Publications and PR

**DELTA SIGMA THETA SORORITY, INC.**  
***A Service Sorority***

An Equal Opportunity Employer

**VACANCY ANNOUNCEMENT**

**TITLE:** Coordinator, Programs, Publications and PR  
**DEPARTMENT:** Programs, Publications and Public Relations  
**WORKSITE:** 1707 New Hampshire Ave., N.W.  
Washington, DC 20009  
**TOUR OF DUTY:** Full-time, 40 hours per week  
**SALARY:** Commensurate with experience

**OPENING DATE:** October 5, 2016  
**CLOSING DATE:** November 15, 2016  
**NO. OF VACANCIES:** One (1)  
**FLSA CLASSIFICATION:** Exempt  
**REPORTS TO:** Director, P, P & PR

---

**POSITION PURPOSE AND SUMMARY**

The Coordinator, Programs, Publications and PR reports to the Director, Programs, Publications and Public Relations, and is responsible for coordinating ongoing programs and activities that execute the policies and goals of Delta Sigma Theta Sorority, Inc. and its Executive Board; creating and implementing strategic community programs; and monitoring and evaluating the progress of programs through numerous reporting mechanisms. Under the direction of the Director, coordinates the activities of the team members including organizing and monitoring department work. The Coordinator also supervises the Specialist, Programs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. 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.
2. Performs supervisory role for the department in the absence of the Director and implement a variety of duties in reference to the objectives of the department under the direction of the Director.
3. 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.
4. Provides strategies for short- and long-range programmatic goals to the Program Planning and Development Committee and the Distinguished Professor Endowed Chair Task Force to the Director of Programs, Publications and Public Relations, and the Executive Director.
5. Drafts and edits correspondence and communications for the National President, National Committee Chairs, the Executive Director, and the Director of Programs, Publications and Public Relations.
6. Builds and maintains effective working relationships with the sorority's officers, employees, and membership as well as with outside organizations and agencies.
7. Serves as the liaison to external organizations and agencies where a partnership or program is established which relates to the programmatic thrust of the sorority.
8. Requests and assesses feedback from chapters and makes recommendations for national recognition and awards of chapters with exemplary programs.
9. Prioritizes program planning and development, ensuring workflow that is results-oriented.
10. Reviews program proposals to determine appropriate action; analyzes contracts and grants; and prepares and maintains program reports.
11. 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.
12. Attends national conventions, regional conferences, summits, and external meetings as assigned or requested.
13. Monitors and evaluates, supervises, the Specialist, Programs and other team members as assigned.
14. Performs other tasks and duties as assigned by the Director of Programs, Publications and Public Relations.

**QUALIFICATIONS/JOB SPECIFICATIONS**

1. Bachelor's degree in Management, Political Science, Urban Affairs, Education or a related field with at least five years of experience; however a **Master's degree** in Management, Political Science, Urban Affairs, Education or a related field is preferred.
2. *Membership in Delta Sigma Theta Sorority, Incorporated is required for certain positions. The Coordinator, Programs, Publications and Public Relations is one of those positions.*
3. Substantial experience in program planning and development, and knowledge of effective and efficient methods of program and special event planning and execution.
4. Ability to multi-task as well as work independently with limited supervision.
5. Excellent communication skills, both written and oral.
6. Ability to supervise and provide guidance, as needed, to subordinate staff, i.e., the Specialist, Programs and other team members as assigned by the Director.
7. Knowledge of Delta Sigma Theta Sorority's mission, programs, and history.
8. Excellent verbal and written communication skills.
9. Ability to coordinate the work of several entities (individuals and committees, commissions, and task forces) simultaneously with positive results.
10. Ability to conduct training of staff, chapters and work effectively with volunteers.
11. Possess the demonstrated ability to interact and work effectively with officers as well as understand and follow proper protocol when conducting assignments and duties.
12. Must demonstrate and exercise leadership skills, possess tact, integrity and exercise proper judgment.

**WORKING CONDITIONS**

1. Must be able to move about in an office environment to access file cabinets and office machines
2. Must be able to work after normal business hours and weekends when necessary to complete work demands, especially when assisting with preparing for a meeting or event.
3. Must be able to travel to out-of-town meetings, regional conferences, national conventions and event locations.
4. Performs duties in a sedentary environment so candidate must be able to sit/remain in a stationary position 40% of the time; however, the work may require the incumbent climbing up and down stairs; bending and stooping and exerting 10 pounds of force in lifting, carrying, pushing, pulling or otherwise moving files and other materials.

*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](http://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](mailto:hrmanager@deltasigmatheta.org)****