

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

An Equal Opportunity Employer

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**VACANCY ANNOUNCEMENT**

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**TITLE:** Executive Assistant to the DED

**OPENING DATE:** November 27, 2017

**DEPARTMENT:** Executive Office

**CLOSING DATE:** December 31, 2017

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

**NO. OF VACANCIES:** One (1)

**TOUR OF DUTY:** Full-time, 40 hours per week

**FLSA CLASSIFICATION:** Non-Exempt

**SALARY:** Commensurate with experience

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**POSITION PURPOSE AND SUMMARY**

The incumbent of this position performs a wide variety of support duties to include: Preparing reports and written correspondence. The Administrative Assistant must be proficient in Microsoft Office and perform high-level duties with light supervision following established procedures and deadlines. The Administrative Assistant must use tact and judgment and preserve the confidentiality of sensitive information.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Performs general support functions such as receiving, referring and handling incoming calls; drafting routine correspondence; writing and filing, reports, retrieving and re-routing of mail at the Director's request on a daily basis and copying and disseminating materials and mail to chapters and members.
2. Responds to routine inquiries and/or requests for the Deputy Executive Director and other projects conducted within the department.
3. Assists with the preparation of materials and reports for national committee meetings, executive board meetings and takes minutes at departmental staff meetings.
4. Keeps track of inventory of supplies utilized by department staff. Submits supply requests received from staff for supply orders and submits to department director for approval.
5. Drafts correspondences and reviews/assists with conference and convention programs.
6. Liaise with the Special Assistant to the National President on certain issues as necessary.
7. Assists with the implementation of department goals, objectives, policies and procedures.
8. Performs other duties as assigned.

**REQUIREMENTS**

1. At least two years of college required. Bachelor's degree preferred.
2. Membership in Delta Sigma Theta Sorority, Incorporated is required for certain positions. The Executive Assistant to the DED is one of those positions.
3. Demonstrated strong verbal and written communication skills a must.
4. Excellent skills in administrative support and use of Microsoft Office (Word, Excel, Powerpoint) and desktop publishing software.
5. Ability to take information provided and provide summaries or reports to Executive staff.
6. Ability to quickly acquire and use knowledge of the National Headquarters and Executive Office to complete assigned tasks.
7. Ability to maintain strict confidentiality.
8. Ability to work effectively with department staff, co-workers, vendors, Delta membership and Delta Leadership.
9. Responsible, reliable and able to bring action items to completion with minimal supervision.

Position Description  
Executive Assistant to the DED

10. Must be able to travel 20-25% of the time.
11. Must be able to sit/remain in a stationary position 50% of the time.
12. Must be able to move about in an office environment to access file cabinets and office machines.
13. Must be able to constantly operate a computer, printer and other office machines.

*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.***

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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)**