

**DELTA SIGMA THETA SORORITY, INC.**

***A Service Sorority***

An Equal Opportunity Employer

**VACANCY ANNOUNCEMENT**

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**TITLE:** Coordinator, Facilities and Property Management

**DEPARTMENT:** Facilities and Property Management

**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:** January 11, 2017

**CLOSING DATE:** Open until Filled

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

**FLSA CLASSIFICATION:** Exempt

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**POSITION PURPOSE AND SUMMARY**

The incumbent of this position performs a wide variety of duties to include: coordinating the organization's central administrative functions, support services, building, and activities. These functions/ services include mail operations, reception, reproduction/printing, chapter mailings, buildings/grounds\_keeping and maintenance, central files, purchasing and office services.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Works with the Department Director to coordinate the activities of the Facilities and Property Management support staff (clerical and maintenance) and directs their day-to-day activities.
2. Upon receipt of approved programming requirements, assists with conducting management studies to determine the most efficient property, space and storage needs.
3. Provides staff support to the National Heritage and Archives Committee and the National Housing and Properties Committee as assigned.
4. Supervises the mail operations which includes the opening, sorting, and delivery of incoming mail according to prescribed individual/office/ program designation.
5. Responsible for implementing established outgoing mail procedures along with the Director.
6. Researches and recommends office supplies and materials to be used effectively and conservatively.
7. Receives request for minor repairs and ensures work is completed.
8. Shares responsibility for headquarters security after work hours with the department Director and maintenance staff.
9. Supervises the receipt/greeting of all visitors signing in, and of salesman and supplies.
10. Coordinates and organizes on-site personnel for weekday and weekend tours.
11. Working with the Director, coordinate the shipment of convention and regional conference supplies, properties, work tools and all other material to be used.
12. Assist in developing and maintaining the perpetual archives. Order supplies and other items needed to accomplish same with the approval of the Director.
13. Perform through staff or outside contract firms such regular service as: office cleaning, window washing and drapery cleaning, landscaping and painting. Works with the Director to obtain competitive bids and make recommendations based on product quality, service and cost factors.
14. Maintain and supervise files of an archival nature and the central chapter mailings.
15. Responsible for the coordination, assembly of materials, mailing, and other preparations for occasional chapter mailings. Responsible for securing outside personnel to accomplish the job.
16. Meet with various vendors who call to review their product lines, check quality and price, secure revision to price lists, obtain promotional literature for reference file, and where feasible, test new commonly used product lines to determine their suitability for future purchase and make recommendations to the Director.
17. Conducts initial review of deliveries and shipments for adherence to purchase specifications, as appropriate. Initiates follow-up on incomplete, damaged or incorrect shipments. Reviews invoices for accuracy and clears purchase for payment. Establish and maintain inventory and property records.
18. First point of contact for HVAC, electrical lightings, plumbing and elevator system issues.
19. Monitor and update the Security Policies and Procedures Guide to ensure safety procedures are being practiced.
20. First point of contact on construction and project management matters.

Vacancy Announcement  
Coordinator, Facilities and Property Management

### **OTHER DUTIES AND RESPONSIBILITIES**

1. Independently responds to member, chapter and other inquiries and general correspondence.
2. Assists with the implementation of department goals, objectives, policies and procedures.
3. Performs other duties as assigned.

### **QUALIFICATIONS/JOB SPECIFICATIONS**

1. Bachelor's Degree required in related fields.
2. *Membership in Delta Sigma Theta Sorority, Inc. is required for some of our positions. The Coordinator, Facilities and Property Management is one of those positions.*
3. Proficiency in Microsoft Office.
4. Knowledgeable of maintenance and operations as they relate to HVAC, electrical lightings, plumbing and elevator systems
5. Must have been a member of or actively involved with a broad construction or property renovation team.
6. Ability to quickly acquire and use knowledge of departmental program structure (mission, goals and objectives) and department policies and procedures.
7. Must have strong and effective verbal and written communication skills.
8. Ability to maintain strict confidentiality.
9. Ability to work effectively with department staff, co-workers, vendors, Delta membership and Delta Leadership.
10. Responsible, reliable and able to work with moderate supervision.
11. Must be able to move about in an office environment to access file cabinets and office machines.
12. Must be consistently available after hours for emergencies, if they arise, or to attend Dupont Circle Advisory Neighborhood Commission or other property-related meetings.
13. Must be willing to travel up to 25% of the 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](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)**