

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

An Equal Opportunity Employer

**VACANCY ANNOUNCEMENT**

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**TITLE:** Specialist, Public Relations  
**DEPARTMENT:** Programs and Communications  
**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 31, 2017  
**CLOSING DATE:** February 28, 2017  
**NO. OF VACANCIES:** One (1)

**FLSA CLASSIFICATION:** Exempt  
**REPORTS TO:** Dir., Programs and Communications

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**POSITION PURPOSE AND SUMMARY**

The incumbent of this position will work closely with the Publications and Communications Specialist informing members of Delta Sigma Theta Sorority, Inc., the media, and the general public about initiatives, programs and special events administered by the Sorority. The PR Specialist's primary duties are (1) writing for the Delta periodicals published by Grand Chapter and publications such as speeches, proclamations and resolutions; (2) maintaining the media database; and (3) handling aspects of public relations programs, such as arranging press conferences, special programs, "days," and meetings. The incumbent will prepare a variety of materials for these events, including speeches and press releases, newspaper articles, scripts, fact sheets, and pamphlets.

In conjunction with the Publications and Communications Specialist, the incumbent of this position provides technical support to assigned national committees, such as the Arts and Letters Commission and the Information and Communications Committee which plans and coordinates a system of information, including disseminating useful information to members, various audiences, and the general public, as well as creating a favorable image and response towards the Sorority and its constituency.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Produces written content for Grand Chapter periodicals and other select publications and writing assignments.
2. Provides assistance in planning and developing the Sorority's corporate documents, such as the Corporate Report and event programs.
3. Prepares editorial content for the Sorority's website.
4. Provides technical support to the Arts and Letters Commission, i.e., serves as a resource person to the chairs and members.
5. Writes and edits scripts for films and videotapes produced by Grand Chapter.
6. Prepares special event remarks, letters, and other writing assignments as directed by the Department's Director.
7. Responds to inquiries and requests for general information from individuals, the media, and organizations according to established protocol.
8. Fosters media relations in accordance with the Sorority's policy and maintains media database to ensure proper dissemination.
9. Writes and distributes news releases to targeted media; develops media kits and promotional material.
10. Coordinates media appearances and requests made of the National President and other Delta leaders; arranges news conferences and staffs the pressroom.
11. Provides technical assistance for certain workshops and presentations at National Conventions and Regional Conferences.
12. Provides back-up to the Publications and Communications Specialist when creating the National publications and official documents of the Sorority.
13. Assists assigned national committees in developing public relations campaigns for National Conventions and local chairs with implementing publicity/ public relations plans for Regional Conferences.
14. Provides editorial assistance to other departments as needed.
15. Oversee the news clipping service that reviews and provides articles about the Sorority (i.e. Meltwater)

Position Description  
Public Relations Specialist

16. Assumes other duties as assigned.
17. Travels when required.

**QUALIFICATIONS/JOB SPECIFICATIONS**

1. Membership in Delta Sigma Theta Sorority is a requirement for some of our positions, The Public Relations Specialist is one of these positions.
2. Bachelor's Degree required in journalism, communications, public relations, English, or related field.
3. Must have at least (5) years of professional work experience that required major responsibility for writing assignments and public relations programs.
4. Professional competency in administrative support, desktop publishing, office machines and verifiable success using personal computers and Microsoft Office, Adobe Photoshop and other state-of-the-art desktop publishing software.
5. Exemplary interpersonal communication.
6. Excellent editorial judgement.
7. Command of the English language, including rules and usage.
8. Strong research skills which include gathering and evaluating information.
9. Strong analytical, planning, organizational, and time management skills.
10. Demonstrates ability to create creative, unique, and relevant content in publications and on the website.
11. Ability to quickly acquire and use knowledge of departmental program structure (mission, goals and objectives) and department policies and procedures.
12. Experience in managing social media.
13. Ability to multi-task, meet aggressive deadlines, and execute tasks in a fast-paced environment.
14. Ability to work independently and as a team player.

*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)**