

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

An Equal Opportunity Employer

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**VACANCY ANNOUNCEMENT**

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**TITLE:** Secretary, Membership

**DEPARTMENT:** Membership

**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:** November 20, 2015

**CLOSING DATE:** Open Until Filled

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

**FLSA CLASSIFICATION:** Non-Exempt

**REPORTS TO:** Director, Membership

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**POSITION PURPOSE AND SUMMARY**

The Secretary, Membership serves as the secretary to the Director, Membership and performs a wide variety of duties that support the daily work of the department. The incumbent of this position is primarily responsible for performing secretarial work of a complex nature, including general office functions, administrative duties and computer desktop publishing as described below. When necessary, the Secretary, Membership may provide Help Desk and technical support within the department. Duties are performed under moderate supervision following established procedures and deadlines. The Secretary, Membership must also use superior customer service practices and preserve the confidentiality of sorority and member information. The incumbent may perform other duties as assigned by the department Director who is the immediate supervisor.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Provides secretarial, clerical and administrative duties and computer/desktop publishing assistance within the department. Development of graphics is required for program covers, Powerpoint presentations and similar materials.
2. Performs extensive typing assignments that include, but are not limited to, workbooks, programs, booklets, proposals, articles for publications, and reports. Other typing will include general correspondence that requires using templates and established formats.
3. Responds to requests for both generic and specific membership information, such as members' requests for specific chapters in a particular area and materials and forms for transfer of membership. Responds to inquiries in a professional manner and refers more complicated inquiries and requests to appropriate staff members.
4. Responsible for coordinating the mailing of regional correspondence as well as materials to members of the Scholarship and Standards Committee.
5. Coordinates the annual mailing to colleges and universities which includes updated information regarding the Constitution and Bylaws, the Membership Intake Program, the Code of Conduct, and policy statements, such as the one pertaining to drug use and alcohol abuse.
6. Provides technical support internally for the Director, Membership in preparation for Regional Conferences and National Convention as follows: Memorial Observance; Advisors' Training Workshop; Membership Intake Trainers' Workshop; chapters requesting excused absence; ceremonial booklets and others.
7. Provides support within the department in preparation for committee meetings and regional/national events, e.g. setting up conference calls and assisting team members in carrying out their routine assignments.
8. Prepares reports and other materials for national committee meetings such as minutes, notices, manuals and agenda as non-primary liaison.
9. Operates office equipment in accomplishing work, such as computers, scanners, fax machines and copiers.

Position Description  
Secretary, Membership

10. Assists in the processing of special scholarships and financial aid.
11. Prepares updates and maintains accurate chapter and department inventory records and performs research to prepare assigned reports.
12. Travels, if required, to assist department staff at conferences and conventions.
13. Performs other duties as assigned by department Director.

**REQUIRED QUALIFICATIONS**

1. High School Diploma or G.E.D., accompanied by certification or other evidence of training in a business, secretarial or administrative assistant program.
2. Must have three years of successful work experience in the area of secretarial and administrative support in a professional environment.
3. Experience in using office machines in addition to computers in support of the department's work which includes, but not limited to, scanners, copiers and fax machines.
4. Competency in Microsoft Office – Word, Access, Excel, Publisher and Power Point
5. Ability to quickly acquire and use knowledge of departmental program structure (mission, goals and objectives) and department policies and procedures and the internal operations of the organization.
6. Ability to communicate and work effectively with team members, co-workers, and members of the organization at all levels.
7. Ability to research and organize data.
8. Experience handling multiple interruptions and adjustments to priorities.
9. Ability to excel in a fast-paced team environment
10. Experience handling multiple tasks and meet required deadlines.
11. Superior customer service.
12. Ability to handle routine situations and refer calmly and quickly those of a complex or emergency nature.
13. Ability to maintain strict confidentiality
14. Ability to follow instructions, pay close attention to detail and work under moderate supervision
15. Ability to work effectively with a high degree of flexibility, initiative and self-motivation.
16. Must be able to sit/remain in a stationary position 50% of the time.
17. Must be able to move about in an office environment to access file cabinets and 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.***

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)**