

Delta Sigma Theta Sorority, Incorporated

A Service Sorority Founded in 1913

VACANCY ANNOUNCEMENT

TITLE: Assistant, Convention and Events **OPENING DATE:** June 10, 2016
DEPARTMENT: Executive Office **CLOSING DATE:** Until Filled
WORKSITE: 1707 New Hampshire Av., N.W. **NO. OF VACANCIES:** One (1)
Washington, DC 20009
SCHEDULED HOURS: Full-time, 40 hrs/wk **FLSA CLASSIFICATION:** Non-Exempt
SALARY: Commensurate with experience, plus benefits

POSITION PURPOSE AND SUMMARY

This position will support the Meeting Planners in all aspects of meeting management. The Assistant will report to the Meeting Planners. This position is located at the Delta Sigma Theta Sorority, Inc. National Headquarters building in Washington, DC.

DUTIES AND RESPONSIBILITIES

- Assist with coordination of national executive board travel including hotel reservations.
- Provide assistance to meeting planners in proofing convention and event materials, special event correspondence and signage.
- Assist meeting planners with national convention and regional conference site visits (site inspections and forms).
- Work with meeting planners on the coordination of national and regional RFPs.
- Assist meeting planners in responding to inquiries directly related to national and regional RFPs.
- Work with meeting planners to keep all event planning documents up-to-date.
- Assist with the review of convention and event invoices.
- During national conventions and events, assists with on-site execution and management of events as assigned.
- Assists with various projects and events as assigned by meeting planners, Deputy Executive Director, Executive Director, and National President as needed

QUALIFICATIONS:

- Associate's Degree or Equivalent Required. Bachelor's Degree preferred.
- Knowledge of Delta Sigma Theta's mission, programs and history
- Excellent demonstrated verbal and written communication skills
- Proven ability to use Microsoft Office with excellence in Excel and Word.
- Proven ability to work with varied entities (hotel contacts, committee members, onsite personnel, etc.)
- Must demonstrate tact, integrity and appropriate judgment in stressful situations
- Proven telephone customer service skills

WORKING CONDITIONS

- Must be able to move about in an office as work is performed in an office environment.
- Must be able to travel to out-of-town meetings, regional conferences, national conventions and event locations.
- Performs duties in a sedentary environment; however, the work may require the incumbent to climb up and down stairs as well as bend and stoop.