



# DELTA SIGMA THETA SORORITY, INCORPORATED

*A Service Sorority Founded in 1913*

1707 New Hampshire Avenue N.W., Washington, DC 20009 | (202) 986-2400 | Telefax (202) 986-2513

## VACANCY ANNOUNCEMENT

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**TITLE:** Legal Assistant

**FLSA CLASSIFICATION:** Exempt

**DEPARTMENT:** Legal Affairs

**TOUR OF DUTY:** Full-Time, 40-Hour Week

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

**REPORTS TO:** Director of Legal  
Affairs

**SALARY:** Commensurate with Experience Plus Benefits

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### POSITION PURPOSE AND SUMMARY

The Legal Assistant will provide administrative support to the Legal Affairs Department of Delta Sigma Theta Sorority, Inc. (“Delta” or “Sorority”). The Legal Assistant will work with the Legal Affairs Department to develop processes and procedures with respect to organizational policies, legal docketing and case management, systems development and file management, monitoring the internet and social media sites pursuing and investigating the uses and misuses of the intellectual property, specifically, the copyrights and trademarks of the Sorority.

The Legal Assistant will also provide the Legal Affairs Department with day-to-day operational support (i.e. word processing, scheduling, etc.), as well as project based support, which will include, but not be limited to administrative management of general legal (contractual, operational, intellectual property, litigation, etc.) and compliance-related matters for the Sorority. The Legal Assistant will transcribe meeting minutes, create reports, answer and direct calls, respond to Legal Affairs Department related emails, develop forms to create efficiencies in the Legal Affairs Department and provide other clerical and administrative support as may be necessary and requested.

### DUTIES AND RESPONSIBILITIES

- Assist the Legal Affairs Department in management, monitoring and archiving of all legal matters;
- Transcribe meeting minutes, create reports, answer and direct calls, respond to Department related emails, develop forms to create efficiencies in the Department and provide other clerical and administrative support as may be necessary and requested on a case-by-case basis;

- Assists with drafting/editing contracts, memorandum and other legal documents as instructed;
- Create and maintain the Legal Affairs Department's production schedule reflective of all legal and business matters on the Department's docket;
- Assist the Department in developing manuals related to the management of legal matters (including, but not limited to the: Litigation Manual, Trademark Renewal Manual detailing processes and procedures for filing renewals of Delta's trademarks);
- Assist the Department in developing a Copyright Registration Process and Trademark Information Binder with all documents from the USPTO office pertaining to Delta's trademarks, trial and appeal tracking, civil actions, enforcement procedures and enforcement tracking;
- Assist the Department in answering the monitoring and responding to department emails and calls;
- Assist the Department in scheduling calls and meetings and in preparing for calls and meetings (document preparation, coordination of logistics, etc.);
- Track external counsel engagements and related costs relative the allocated fiscal budget and provide the Director and external legal advisor(s) with reports as requested;
- Assist the Legal Affairs Department clients with engagement/requests for agreements and compliance with process;
- Prepare internal and external reports (and create reporting systems, as necessary);
- Provide administrative support to the Legal Affairs Department, specifically, the Director, as requested and needed, including but not limited to the completion of travel forms, acquisition of department checks, proofreading, etc.;
- Assist Director of Legal Affairs with general legal matters impacting the Sorority; and
- Perform other duties as assigned.

#### **REQUIRED QUALIFICATIONS (Knowledge, Skills, Abilities and Competencies)**

- Bachelor's Degree;
- 1-3 years of progressive administrative experience, strong proofreading skills and general familiarity with legal affairs matters, legal terminology, corporate governance, risk management, general agreements and intellectual property (specifically, copyright and trademark law);
- Working knowledge of social media and operational rules and point-of-contacts;
- Familiarity with vendor management and/or event planning best practices;
- Excellent written and verbal communications;
- Organized, detail-oriented and strong follow-up skills;
- Motivated, self-starter able to work independently as well as with others;
- Ability to analyze and resolve novel, complex issues with a resourceful, "can-do" attitude;
- Ability to handle multiple tasks, take on new responsibilities and prioritize work in a dynamic and, often, deadline-driven environment;
- Computer proficiency that includes high proficiency in MS Word, Excel, PowerPoint and Outlook;

- Must maintain strict confidentiality;
- Ability to work effectively with department staff, co-workers, vendors, CEO, board members and leadership;
- Ability to learn and make use of knowledge gained from Delta's tools, documents and Delta's Certified Vendors Program;
- Must be able to move about in an office environment and event areas of hotels and convention centers in various cities; and
- Experience working for a non-profit organization is a plus.

### **WORKING CONDITIONS**

- Work performed in a corporate office environment;
- Must be able to work after normal business hours and weekends when necessary to complete work demands, especially when assisting with preparing for a meeting or event;
- Performs duties in a sedentary environment; however, the work may require the incumbent climbing up and down stairs; bending and stooping and exerting 10 pounds of force in lifting, carrying, pushing, pulling or otherwise moving files and other materials; and
- Must be able to travel to out-of-town meetings, regional conferences, national conventions and event locations.

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**Please visit our website, [www.deltasigmatheta.org](http://www.deltasigmatheta.org), to familiarize yourself with who 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 specifically states your salary requirements and title of the desired position.

**Mail to – Delta Sigma Theta Sorority, Inc.  
1707 New Hampshire Avenue N.W.  
Washington, DC 20009  
Attn: Human Resources Director**

**Or email – [hrmanager@deltasigmatheta.org](mailto:hrmanager@deltasigmatheta.org)**