

Delta Sigma Pi – Central Office

Job Description

Job Title: **Communications Coordinator**

Reports to: **Director of Member Services** (see organizational chart for additional reporting)

Classification: **DSP-5.5, Salaried (exempt)**

Position Summary

This individual is responsible for the day-to-day activities necessary to produce quality publications and communications for Delta Sigma Pi. Working under supervision of the Director of Member Services and in conjunction with other staff and volunteers, coordinates writing, design and production of all communications from the Central Office.

Responsibility Overview

1. Works cooperatively with the staff and volunteer leaders to meet the needs of the Fraternity and its membership.
2. Primary writer of electronic and printed newsletters, brochures, programs, award certificates, manuals, mailings, material for Fraternity meetings and events and other publications for Delta Sigma Pi and the Delta Sigma Pi Leadership Foundation.
3. Coordinate design, production and purchasing of print and electronic media.
4. Coordination and management of *The DELTASIG* magazine (responsible for all content and oversight of design and printing from outsourced vendor).
5. Update website content, including news articles and images for website slideshows, through Sitefinity CMS.
6. Coordinate social networking communications including, but not limited to, Facebook, Twitter, Instagram, LinkedIn, YouTube and Snapchat.
7. Work with appropriate staff to meet the needs of corporate partners including website updates, email communications, magazine articles and social media posts based on the agreed upon schedule and with content provided by the partners.
8. Maintain photo files and archives, taking photos for publications when appropriate.
9. Oversee possible communications intern(s).
10. Assists and/or plays leadership roles in the planning, preparation, and execution of the Fraternity's functions, including Grand Chapter Congress, LEAD events, and other meetings and events.
11. Perform other duties as assigned by management, including phone answering duties, maintenance and upkeep of the Central Office facility and grounds, data entry and data base maintenance, etc.

Overview Expectations

All employees of Delta Sigma Pi are charged with working under the direction of the Board of Directors, through the Executive Director, to accomplish all needs of the organization. This means, essentially, that all employees may from time-to-time (as need arises) be engaged in all tasks, including envelope stuffing, yard work, mail pick-up, unloading deliveries, stocking shelves, etc. The Fraternity has a small office environment and these tasks must be completed by any staff available at any given time. An overall fundamental goal of “let’s get it done through TEAMWORK” is strived for.

Environment

Performs work in an air-conditioned, smoke-free, small business environment. “Overall team success” is the primary objective. Meeting the most pressing needs of Delta Sigma Pi on any given day, requires flexibility and a strong customer (member) service attitude.

Position Specifications

1. A Bachelor’s degree in Communications, Business Administration (or similar) is preferable.
2. Strong written and verbal communication skills.
3. Experience with basic office software and equipment. Experience with Adobe Creative Suite is preferred.
4. Must have pleasant phone etiquette.
5. Fraternity/sorority knowledge; or experience with other membership and volunteer based organizations.
6. Ability and willingness to learn new concepts and ideas including Fraternity policies and procedures.
7. Must be able to think creatively to contribute new ideas. Design experience preferred.
8. Required to multitask—work on more than one project at a time.
9. Must be able to lift and/or carry items for shipping or mailing purposes and able to frequently walk up and down stairs.
10. Available and willing to work additional hours and weekends when necessary and travel (occasionally) to Fraternity events and professional development conferences located throughout the United States.
11. Must have and maintain a valid driver's license and reliable automobile during term of employment.
12. Relocation to Oxford, Ohio area required.

Training

All training will be provided as needed.

Disclaimer

Delta Sigma Pi reserves the right to add to, remove, or modify this job description at any time. Delta Sigma Pi also reserves the right to release or delete this position at any time.