

Delta Sigma Pi – Central Office
Job Description

Job Title: **Communications Coordinator**

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

Classification: **Non-Exempt**

Position Summary

This individual is responsible for implementation and delivery of all planned Delta Sigma Pi and Delta Sigma Pi Leadership Foundation communication initiatives and strategies. Working under supervision of the Director of Communications and in conjunction with other staff and volunteers, writes, edits, designs and disseminates information through print, email, web, and social media in order to advance the fraternity's reputation and help engage collegiate, alumni, and faculty members.

Responsibilities

1. Primary writer & editor of communications for Delta Sigma Pi and the Delta Sigma Pi Leadership Foundation, including, but not limited to, emails, social media posts, press releases, web content/news stories, brochures, event programs, meeting materials, mailings. These responsibilities may include, but are not limited to, the following duties:
 - a. Create and coordinate daily social media content, metrics, reporting, and interaction using social networking communications including, but not limited to, Facebook, Twitter, Instagram, LinkedIn, YouTube, and any additional platforms.
 - b. Email content development, testing, and reporting.
 - c. Research and write web features on topics such as prominent alumni, collegiate and alumni chapter successes, and fraternity programs and events.
 - d. Assist with creating, editing and gathering content for The DELTASIG magazine and other print publications.
 - e. Create and update website content, including news articles and images for website slideshows.
 - e. Maintain photo and video files and archives, taking photos for publications when appropriate, and coordinating production of videos as required.

2. May be asked to coordinate or help oversee any communications intern(s) or volunteers.
3. 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.
4. Proactively volunteers to help other staffers accomplish their tasks as needs arise.
5. Perform other duties as assigned by management, including but not limited to, phone answering duties, maintenance and upkeep of the Central Office facility and grounds, data entry and database maintenance, etc.

Qualifications

1. Position requires a minimum of 4 years of combined work and post-high school education relating to dissemination of informational material, communications, or similar experience. A Bachelor degree in Communications, Journalism, Marketing, Business Administration, or equivalent is preferred.
2. Strong written and verbal communication skills, as well as strong organizational skills and attention to detail. Being able to interact diplomatically with various groups and craft compelling stories will be required.
3. Demonstrated proficiency in content management software, social media platforms, web/email analytics, social media/press impression monitoring, and marketing platforms.
4. Design experience and a proficiency with Adobe Creative Suite is strongly preferred.
5. General fraternal or university operational knowledge; or experience with other membership- and volunteer-based organizations preferred.
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 and accomplish tasks with limited supervision.

Overview of 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 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 key for the success of the organization.

Environment

Delta Sigma Pi is headquartered in Oxford, Ohio. Remote working may be possible for the right candidate, with scheduled, periodic trips to the physical office important.

Headquarters facility is an air-conditioned, smoke-free, small business environment.

Travel may be required every two years for the biennial convention.

Position is required to handle and lift boxes for shipping up to 50 lbs.

Disclaimer

This job description is designed to provide a general overview of the requirements of the job and does not entail a comprehensive listing of all activities, duties or responsibilities that will be required. 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.