



## DELTA PHI EPSILON

*esse quam videri*

### POSITION DESCRIPTION

**Title:** Communications and Development Manager

**Department:** Communications and Development

**Reports to:** Director of Communications and Development

**Status:** Part Time Non-Exempt

#### PRIMARY FUNCTION:

Manage the daily operations of Delta Phi Epsilon's social media accounts and upholds brand standards of the organization. Responsible for collaborating on the creation and implementation of all communications and development initiatives internally and externally including giving campaigns newsletters, press releases, emails, and all other mass communications.

#### KEY ROLES (Essential Job Responsibilities):

1. Manage all social media accounts including Facebook, Twitter and Instagram. This includes creating and scheduling posts.
2. Support graphic design overflow
3. Collect chapter updates and announcements for our bi-annual magazine, TRIAD
4. Help plan and execute communications events for the sorority and educational foundation
5. Collaborate in creating and implementing campaign strategies and tactics for annual events
6. Writing press releases and other mass communications as well as sending out communications to our members.
7. Managing the email account for the communications and development department

#### RELATIONSHIPS:

**Internal:** Maintains close contact and communication with Director of Communications and Development (supervisor), Coordinator of Communications and Development and Coordinator of Digital Media and Design (direct reports).

**External:** Maintains close contact and communication with our members through social media and email.

#### SKILLS/KNOWLEDGE REQUIRED:

- A 4-year degree in mass communication, strategic communication, public relations or a related field knowledge of AP (Associated Press) writing style.
- Experience using Microsoft office suite and Adobe InDesign
- Experience writing public relations/marketing materials such as press releases, fact sheets and media kits
- Experience with social media platforms like Twitter, Facebook and Instagram



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- Time Management skills
- Willingness to travel and work evenings/weekends as required
- Flexible team player
- Exceptional oral and written communication skills

### PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Must be able to lift up to 10lbs.

### DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by: \_\_\_\_\_  
Incumbent Date

Approved by: \_\_\_\_\_  
Director of Communications and Development Date