



PHI SIGMA KAPPA

HEADQUARTERS STAFF

Communications Coordinator

A key resource to the success of our Fraternity is its International Headquarters staff—a collection of sharp, energetic, team-oriented people whose primary goal is to make Phi Sigma Kappa the best Fraternity it can be. Staff members excel in creating new programming initiatives designed for personal and chapter development.

Purpose

This individual will handle the day-to-day activities necessary to produce quality communications for Phi Sigma Kappa. Working under the supervision of the Director of Advancement and in conjunction with other staff and volunteers, coordinates writing, design, and the production of all communications from the International Headquarters.

Key Accountabilities

- 1) To coordinate and assist with the management of Phi Sigma Kappa's multiple communication outlets.
- 2) Research, write and produce web and print features on topics such as prominent alumni, collegiate and alumni chapter successes, and fraternity programs and events.
- 3) Responsible for social media content, metrics and interaction using Facebook, Twitter, Instagram and additional platforms.
- 4) Work with other staff members to create, update, edit, review, etc. any publications used to promote the Fraternity and/or educate its members.
- 5) Develop, produce, and invoice publications for chapters, colonies and alumni clubs to produce revenue for the Grand Chapter (business cards, newsletters, holiday cards, invitations, etc.).

Key Expectations

- 1) Serve as the primary writer of The Signet, the Phi Sig Insider, electronic and printed newsletters, brochures, mailings, material for Fraternity meetings and events and other publications for Phi Sigma Kappa (Grand Chapter, Foundation, and Properties).
- 2) Coordinate the design and production of print and electronic media across a variety of mediums.
- 3) Assist with the management of The Signet magazine (responsible for all content and oversight of design and printing).
- 4) Coordinate and assist with the creation of website content, including news articles, blog stories, and images, through WordPress CMS.
- 5) Coordinate and assist with the management of social networking communications including, but not limited to, Facebook, Twitter, Instagram, YouTube, Snapchat, and LinkedIn.
- 6) Maintain photo files and archives, taking photos or publications when appropriate.
- 7) Coordinate and assist with the management of communications intern(s).
- 8) Assist with and/or play a leadership role in the planning, preparation, and execution of Phi Sigma Kappa's events and programs.
- 9) Perform other duties as assigned by management, including phone, maintenance, and upkeep of the International Headquarters facility and grounds, data entry and database maintenance, etc.

Key Challenges

- Ability to interact effectively with a wide range of members and constituents;
- Excellent oral and written communication skills;
- Must have excellent organizational skills, attention to detail, and follow through;
- Must be able to adhere to strict deadlines;

- Must be able to manage multiple priorities successfully;
- Must be able to keep the staff informed and educated about the Fraternity's style guide;
- Review website on a regular basis to ensure all links are working;
- Maintain *Signet* content balance between the Grand Chapter and the Foundation;
- Must be able to bring forth new ideas for communication and the dissemination of information;
- Must have initiative and enthusiasm to serve our members and to better the organization.

Key Competencies

- *Writing* – Conveys ideas and facts in writing using language the reader will best understand
 1. Uses correct vocabulary, spelling, grammar, and punctuation;
 2. Composes clear, direct, concise, complete messages;
 3. Adapts the content, tone, style, and form to suit the needs of the reader, the subject, and the purpose of the communication.
- *Creative and Innovative Thinking* – Develops fresh ideas that provide solutions to all types of workplace challenges;
- *Accountability and Dependability* – Takes personal responsibility for the quality and timeliness of work, and achieves results with little oversight;
- *Adaptability and Flexibility* – Adapts to changing business needs, conditions, and work responsibilities;
- *Attention to Detail* – Diligently attends to details and pursues quality in accomplishing tasks;
- *Self-Management* – Manages own time, priorities, and resources to achieve goals;
- *Interviewing Others* – Asks questions in ways that enhance the clarity, quality, and reliability of information;
- *Training and Presenting Information* – Formally delivers information to groups;
- *Leadership* – Promotes organizational mission and goals, and shows the way to achieve them

Position Specific Requirements

- Experience with office software and equipment.
- Experience with Adobe Creative Suite – especially InDesign, Illustrator, and Photoshop
- Fraternity/sorority understanding; or experience with other membership and volunteer-based organizations.
- Must be able to think creatively to contribute new ideas. Design experience preferred.
- Must have pleasant phone etiquette and a commitment to customer service.
- 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.

**If interested, please send cover letter and resume to
Joe Kern, Director of Advancement at joe@phisigmakappa.org.**