



1703 New Hampshire Avenue, NW Washington, DC 20009

PROGRAM ASSOCIATE POSITION

The Delta Research and Educational Foundation (DREF) is a non-profit, 501 (c)(3) organization established by Delta Sigma Theta Sorority, Inc. (DST) in 1967.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Facilitate Charitable Engagement Service for Chapters which includes:
 - Reviewing Scholarship Applications submitted by chapters
 - Reviewing Grant Requests from chapters
 - Reviewing Fundraising Applications
- Coordinate electronic mailing of award letters to chapters that are recipients of Community Empowerment Grants
- Assist in the planning and execution of planning virtual presentations, fundraisers and special events (i.e. Delta Sigma Theta Sorority, Inc. National Conventions, Delta Days at the Nation's Capital, regional conferences)
- Support the initiatives of The Center for Research on African American Women: Stephanie Tubbs Jones Social Justice Institute, Sister Scholars Advisory Council, production of PHILLIS: The Journal for Research on African American Women
- Provide assistance with other programs as assigned by the Program Director

KNOWLEDGE, SKILLS & EXPERIENCE REQUIREMENTS

This position requires interaction with DREF's Sister Scholar Council as well as sorority chapters, universities and other stakeholders.

- A bachelor's degree is required with at least three years of relevant work experience.
- Strong communication skills, both written and verbal.
- Requires attention to detail, proficiency in technology (MS Excel, Word, PowerPoint, Zoom, social media), and strong administrative skills.
- Must be able to multitask, have strong collaboration skills, ability to work with groups, and have a passion for empowering communities through charitable and educational programming.
- Familiarity with non-profit management is a plus.
- Ability to work with limited supervision.

This is a Hybrid position. Must reside in Washington, DC, Maryland or Virginia (DMV)
Must be able to work in office and remotely.

To apply for this position, submit a cover letter and resume via email to:
jobs@deltafoundation.net