

Λ K Ω Vice President of Communications Position Summary

The Vice President of Communications of Lambda Kappa Omega Sorority, Inc. serves as the primary communications and public relations leader for the sorority. This role is responsible for managing national communications, organizational messaging, public relations, advocacy outreach, crisis communication, and maintaining the public image of the sorority and its affiliated organizations. The Vice President of Communications acts as the bridge between the National Board, chapters, members, and the community while ensuring all communication remains professional, organized, clear, and aligned with sorority policies and values.

The Vice President of Communications oversees mass communications to the membership, supports organizational advocacy efforts, develops communication templates, manages crisis communication procedures, and works closely with the Director of Communications to maintain smooth communication operations throughout the organization. This role requires strong leadership, professionalism, organization, communication, and decision-making skills, along with the ability to manage sensitive situations and represent the sorority positively at all times.

Responsibilities

- Serve as the primary public relations and communications liaison for the sorority
- Oversee all mass communications sent to the general membership
- Review, edit, organize, and distribute communications from national offices and committees
- Ensure all communications are clear, professional, accurate, and aligned with sorority standards
- Manage crisis communication procedures and develop communication templates for emergency situations
- Create and maintain crisis intervention templates for multiple crisis levels
- Support organizational advocacy and outreach to nonprofits, sponsors, businesses, and community organizations
- Draft and maintain standard communication templates, sponsorship letters, donation requests, partnership requests, and formal correspondence
- Serve as Chair of the Public Relations Committee and Co-Chair of the Newsletter Committee

- Coordinate monthly mass email communications and quarterly communication updates
- Maintain communication trackers and annual reporting documentation
- Work collaboratively with the Director of Communications to ensure smooth office operations
- Assist with communication planning for events, initiatives, policy changes, and organizational updates
- Create communication-related In-Service trainings and printable continuing education materials
- Submit member service hours related to communications education and trainings
- Prepare quarterly and annual reports for the National Board
- Attend board meetings and provide communication-related recommendations and input
- Ensure communication records, templates, and organizational documents are properly stored and maintained
- Support chapters and offices with communication needs, formal letters, and public outreach requests
- Promote professionalism, clarity, organization, and positive representation throughout the sorority

Experience & Qualifications Needed

- Previous leadership experience within the sorority, communications office, committee, nonprofit, or organization preferred
- Strong written and verbal communication skills
- Experience with public relations, communications, advocacy, or organizational outreach preferred
- Ability to professionally manage sensitive information and crisis communications
- Strong organizational, managerial, and time-management skills
- Ability to review, edit, and format professional documents and communications

- Experience leading meetings, trainings, presentations, or communication initiatives preferred
- Ability to multitask, meet deadlines, and manage multiple communication requests effectively
- Strong attention to detail and professionalism
- Ability to work collaboratively with national leadership, committees, and chapters
- Understanding of organizational structure, policies, and communication procedures
- Ability to maintain confidentiality, professionalism, and sound judgment
- Commitment to leadership, sisterhood, service, and maintaining the sorority's public image

Preferred Leadership Traits

- Strong communication and listening skills
- Professionalism and integrity
- Organization and adaptability
- Resourcefulness and creativity
- Ability to lead under pressure
- Strong decision-making and problem-solving abilities
- Team-oriented leadership style
- Commitment to positive communication and organizational growth