

## **POSITION DESCRIPTION**

### Young Women for America Regional Coordinator

#### **POSITION CONCEPT**

The purpose of the Young Women for America (YWA) Regional Coordinator is to identify, recruit, and approve volunteer leaders on campuses who will form strong YWA organizations and manage, train, equip, and maintain approved YWA leaders.

The YWA Regional Coordinator reports to the Vice President of Field Operations. The YWA Regional Coordinator position is an exempt, salaried position.

#### **POSITION GUIDELINES**

This position includes eighteen basic responsibilities related to the identification and recruitment of grassroots volunteer leadership:

1. Identify prospective YWA leaders, make contact with these prospects, follow-up with them on their interest in YWA, answer their questions, and move them through the application process.
2. Manage Young Women for America campus leaders.
3. Oversee the management of YWA departmental office responsibilities.
4. Travel to recruit new leaders.
5. Process leadership applications for YWA Chapter leaders.
6. Assist approved chapter leaders in establishing their campus clubs.
7. Train YWA leaders so that they are better able to do their jobs and to be more effective at the campus level.
8. Communicate with approved leaders to encourage them, share successful ideas and projects, and respond to their requests for information. Travel to meet with their Chapter leaders and Chapter members to help build strong YWA Chapters, as necessary.
9. Communicate with Chapter leaders regarding information requests, literature orders, swag orders, etc.
10. Handle e-mail and phone inquiries for both prospective and approved YWA Chapter leaders.
11. Represent YWA at regional and national conferences.
12. Assist in preparations for national leadership training.

13. Plan training and issues conferences.
14. Coordinate projects for the Chapters under the direction of the Vice President of Field Operations.
15. Contribute to the monthly Prayer/Action Newsletter (PAN).
16. Create content for YWA social media and YWA website.
17. Develop and update YWA manuals, packets, and other publications as needed.
18. Meet with the CFO and Vice President of Field Operations to give input on the annual budget for YWA; meet periodically with the CFO and Vice President of Field Operations to discuss budget results.

Skills and knowledge needed to perform the work required in this position are:

1. Demonstrates leadership and exercises the ability to teach and train
2. Has the capacity to encourage and exhort
3. Has the ability to convey the vision of YWA to those outside the organization
4. Has the capacity to exercise discretion and independent judgment in matters of importance
5. Works well with people
6. Exhibits proficiency in Microsoft Word® and Microsoft Outlook®.
7. Possesses strong writing skills, an understanding of English grammar and the ability to compose appropriate letters and articles.
8. Communicates effectively (both orally and written).

The attitudes and personal characteristics demonstrated in and through this position are:

1. Flexibility
2. Cooperation
3. Diplomacy
4. Organizational skills
5. Self-motivation

6. Follow-up skills

7. Ability to work under pressure at times