

CONCERNED WOMEN *for* AMERICA

International Affairs Analyst About Concerned Women for America

We are the nation's largest public policy women's organization, and we lead a movement dedicated to impacting the culture for Christ through education and public policy.

We work tirelessly for the core issues of the sanctity of life, defense of the family, education, religious liberty, national sovereignty, opposing sexual exploitation, and support for Israel. We know that educated and empowered women are better able to raise healthy, educated, and confident children and that their voices need to be heard for the benefit of society at large.

We're making an impact together.

We exist to promote Biblical values and Constitutional principles through prayer, education, and advocacy.

We believe the women of America have great influence in this world, having a powerful voice in the affairs of this nation and on behalf of women abroad. We love being their voice in Washington and beyond. We believe change starts with each woman ... and we love being her heels on the ground in Washington, D.C., and beyond.

We provide our employees with meaningful opportunities to learn and grow. We especially encourage persons of diverse backgrounds to apply. Read more from our President and CEO, Penny Young Nance, below.

Application Process

To apply, first familiarize yourself with CWA's website (www.concernedwomen.org). Email any questions or a copy of your cover letter and resume/CV with writing samples to Kenda Bartlett, Chief Administrative Officer, kbartlett@cwfa.org. Job description is below.

A message from Penny Nance, President and CEO of Concerned Women for America

As President and CEO of CWA, I would like to thank you for your interest in joining with us on our journey to impact our culture for Christ as the voice of conservative Christian women across America. CWA's vision of a world in which every human life is valued, family is held sacred, and our nation's history is honored is at the core of who we are. We are always looking to join

hands with experienced professionals who want to add their energy to our work and are so pleased you are considering Concerned Women for America as your potential employer. The position of International Affairs Analyst is critical to our mission and vision. I welcome your interest in joining a diverse, talented, professional, and motivated team.

POSITION DESCRIPTION

International Affairs Analyst

POSITION CONCEPT

The International Affairs Analyst will spread Concerned Women for America's message around the world and will lead CWA in becoming the primary voice, advocate, and educator on core international issues. She will have opportunities to support and partner with U.S. agencies and public and private international organizations who share common goals. She will also lead CWA in challenging leftist modern feminism's influence in the international arena.

The International Affairs Analyst reports to the Vice President of Government Relations and supervises no one. The International Affairs Analyst is an exempt, salaried position.

POSITION GUIDELINES

The following are the basic responsibilities for this position:

1. Bring a conservative Christian woman's viewpoint to global gender equality, find common ground with other women who hold similar conservative values, and act on behalf of women living in oppressive societies.
2. Research and identify the main areas where CWA can be the leading voice on international issues and advocate most effectively
3. Stay current on U.S. foreign relations and policies, international news and events, and academic/peer-reviewed research
4. Provide clear and concise reporting on identified international core issues and potential areas of support to CWA's President and staff
5. Offer guidance on where and how CWA can be most effective in the international arena
6. Educate CWA grassroots base and increase public awareness on core international issues and related CWA activities through writing op-eds, articles, talking points, blogs and 1-pagers, developing social media campaigns, and participate in public presentations, panels, lectures, and media interviews

7. Prepare (as necessary on international issues) the CEO and President for:
 - a. High-Level meetings with senior government U.S. and foreign officials.
 - b. Hearings and congressional testimony
 - c. Media Interviews or speaking engagements
8. Represent CWA and advocate for Christian conservative values in the international arena to U.S. and foreign governments, such as to the White House, UN foreign delegations and ambassadors, State Department, congressional committees, and U.S. Mission to the United Nations
9. Develop and maintain strong relationships with relevant strategic partners in government and international non-governmental field, with the objective of support and/or collaboration on core international issues
10. Build relationships not only with U.S. colleagues working in the international arena, but also with foreign women and organizations for collaboration on common core issues
11. Be one of CWA's primary voices on issues of international significance
12. In addition, the person in this position will:
 - a. Supervise additional hires to the International Affairs Department
 - b. Assist in team building, strategic planning, and organizational management
 - c. Participate in short and long-term goal setting for the organization in matters of significance
 - d. Assist and participate in donor relationship development through presentations, and travel to conferences/meetings as needed
 - e. Make recommendations on hiring, firing, promotions, bonuses, etc.

QUALIFICATIONS

1. University degree in a related field such as international affairs or development, policy, or women's issues
2. Three to five years of government relations experience coupled with a strong understanding of international government processes and institutions and experience

analyzing and making recommendations relevant to U.S. foreign policy, especially with a lens of support for women and girls.

3. Demonstrate ability to communicate with a variety of stakeholders and the ability to respond to grassroots and supporters' needs as well as exercise leadership and diplomacy amongst diverse perspectives and priorities.
4. Proficiency in Microsoft Office software including Word, Excel, Teams, and Outlook
5. Proven strong English grammar and writing skills and the ability to communicate effectively through both the verbal and written word
6. Ability to process information and make decisions on matters of significance in this area of expertise
7. Strong desire to protect, support, and help women around the world to better their lives and reach their God-given potential
8. Desired: Proven track record of publications on relevant policy or issues, media experience. Public speaking skills

ATTITUDES AND PERSONAL CHARACTERISTICS

1. Capacity to be detail-oriented and organized
2. Honesty and integrity
3. Confidentiality
4. Discretion and judgment
5. Strong sense of initiative and work ethic
6. Ability to multi-task in a professional work setting
7. Reliability
8. Trustworthiness