

CONCERNED WOMEN *for* AMERICA

Field Representative (West Virginia)

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 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 CEO and President 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 Field Representative critical to our mission and vision. I welcome your interest in joining a diverse, talented, professional, and motivated team.

Field Representative Position Description

POSITION CONCEPT

The purpose of the Field Representative is to build the presence of CWA in West Virginia. The Field Representative would work with CWA's Field Operations Department to increase the growth and effectiveness of CWA in West Virginia.

This is a paid part-time position. The Field Representative must reside in West Virginia and must be able to sign CWA's Statement of Faith. The Field Representative reports to the Vice President of Field Operations.

POSITION GUIDELINES

There are ten basic task responsibilities as part of this position. They are:

1. Building a network of like-minded people to be influencers on issues of national concern
2. Organizing events to increase the visibility and effectiveness of CWA in West Virginia
3. Developing a strategic plan for building this network of influencers
4. Activating this network, as needed, to make calls, make visits to Members of Congress offices, and exert pressure as needed to advance the conservative agenda in West Virginia.
5. Distributing information to this network of influencers via social media, email, and/or texts
6. Building a relationship with the West Virginia Members of Congress and/or their state offices' staffs

7. Create content for and communicate CWA's message through newspapers, radio, TV, social media such as Facebook and Twitter, letters to the editor, editorials, one-on-one conversations, and before large groups of people in a timely and persuasive manner
8. Seek approval and editing for all communications through the CWA Communications Department. The Vice President of Communications will decide what the proper channels are for editing and approval
9. Working with the Field Operations Department to promote CWA field growth (Prayer/Action Chapters, CWA Influencers, State Director) and effectiveness in West Virginia
10. Other duties as assigned

Skills and knowledge that are assets to the work required in this position are:

1. The ability to teach and train.
2. The ability to encourage and exhort.
3. The ability to convey the vision of CWA.
4. The ability to work well with people.
5. Proficiency in Microsoft Word® and Microsoft Outlook®
6. An understanding of good English grammar and writing skills.
7. The ability to communicate effectively (both oral 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