

# CONCERNED WOMEN *for* AMERICA

## Young Women for America Western Regional Coordinator

Location: Alexandria, VA

### 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](http://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](mailto: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 YWA Regional Coordinator is critical to our mission and vision. I welcome your interest in joining a diverse, talented, professional, and motivated team.

### **POSITION DESCRIPTION**

Young Women for America Western 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 YWA National Director. The YWA Regional Coordinator position is an exempt, salaried position. She supervises a network of volunteer leaders on campuses across the country.

### **POSITION GUIDELINES**

The following are the basic responsibilities for this position:

1. Identify prospective YWA leaders, make contact with these prospects, follow-up with them on their interest in YWA, answer their questions, move them through the application process, and train them.
2. Manage Young Women for America Chapter Presidents and Ambassadors in your portfolio including the below:
3. Handle e-mail and phone inquiries for both prospective and approved YWA Chapter leaders.
4. Travel to recruit new leaders as needed/directed.

5. Process leadership applications for YWA Chapter Presidents and Ambassadors.
6. Assist approved Chapter Presidents in establishing their campus clubs.
7. Coordinate projects for the YWA Ambassadors and Chapter President's under direction/approval of YWA National Director.
8. Train YWA leaders so that they are better able to do their jobs and to be more effective at the campus level.
9. 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.
10. Communicate with Chapter leaders regarding information requests, literature orders, swag orders, etc.
11. Oversee the management of YWA departmental office responsibilities.
12. Represent YWA at regional and national conferences as needed.
13. Assist in preparations for YWA's Annual Leadership Training.
14. Contribute to the monthly Field Influencer as needed.
15. Create content for YWA social media and YWA website as needed.
16. Develop and update YWA manuals, packets, and other publications as needed.
17. Assist in team building and strategic planning.
18. Participate in short and long-term goal setting for the organization in matters of significance.
19. Meet periodically with the CFO and YWA National Director to discuss budget goals and budget results.

## **QUALIFICATIONS**

1. Bachelor's degree
2. Entry level position
3. Ability to be taught and to learn new processes and procedures

4. Leadership abilities and works well with people
5. Exercises the ability to teach and train
6. Capacity to encourage and exhort
7. Ability to convey the vision of YWA to those outside the organization
8. Capacity to exercise discretion and independent judgment in matters of importance
9. Proficiency in Microsoft Word® and Microsoft Outlook®.
10. Strong writing skills, an understanding of English grammar, and the ability to compose appropriate letters and articles.
11. Communicates effectively (both orally and written).

#### **ATTITUDES AND PERSONAL CHARACTERISTICS**

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