

# CONCERNED WOMEN *for* AMERICA

## POSITION DESCRIPTION

### CWA Executive Assistant to the CEO and President and CWA Receptionist

#### POSITION CONCEPT

The Executive Assistant to the Chief Executive Officer (CEO)/Receptionist position is a foundational office staff member with wide responsibilities and a unique skillset. The Executive Assistant/Receptionist assists the CEO in her everyday responsibilities. This is a very important and confidential relationship. The receptionist handles all duties associated with the reception of CWA; she is the public facing staff member for our office environment (our hostess).

The Executive Assistant/Receptionist reports directly to the CEO and is a non-exempt position and supervises no one.

#### POSITION GUIDELINES

The following are the basic responsibilities for the Executive Assistant/Receptionist position:

1. Assists the CEO by maintaining her calendar, opening and organizing mail, processing her travel expenses, keeping files organized and current, and coordinating CEO travel arrangements.
2. Reads and/or responds to all correspondence and telephone calls that are forwarded to the CEO's office.
3. Runs errands for the CEO.
4. Drives her to/from meetings.
5. Facilitates donor thank you notes and other donor touches.
6. Assists CEO with special projects related to donor development.
7. Coordinates access to the CEO especially in the facilitation of relationships with major donors.

8. Reads and/or responds to all correspondence and telephone calls that are forwarded to the Administration office.
9. Creates a weekly notebook for the CEO that includes all her upcoming meetings and materials needed for that week.
10. Is available to travel frequently with the CEO and run the teleprompter for the CEO's speaking engagements when necessary
11. Coordinates, assists and/or represents CWA in informational exhibits at various events and conferences as needed.
12. Welcomes and greets visitors that come to the office. Makes sure guests are comfortable (offers coffee, tea, water). Alerts appropriate staff member that their visitor has arrived and makes sure the visitor is comfortable and welcomed while they wait.
13. Assists as needed with event prep/rallies – making signs, being available for errands, taking pictures, and any other assigned duties.
14. Assists CEO in personal needs related to her need to represent CWA at meetings and in the media.

## **QUALIFICATIONS**

1. University degree.
2. Ability to learn how to manage the affairs of the CEO and a strong understanding of personal relationships and dealing with the public.
3. 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. Strong English grammar and writing skills and the ability to communicate effectively through both the verbal and written word.
6. Ability to multi-task and prioritize.
7. Ability to be extremely organized and detail oriented.

8. Possess a driver's license and a personal vehicle.
9. Understanding of Biblical principles and support of CWA's issues.
10. Possess good judgment and discretion.
11. Possess a get it done attitude. Able to think on her feet and outside the box to problem solve with a minimal amount of oversight.
12. Ability to think ahead and anticipate CEO's needs.
13. Confidence and presence needed to politely interrupt CEO in order to help her stay on schedule.

## **ATTITUDES AND PERSONAL CHARACTERISTICS**

1. High degree of professionalism
2. Strong sense of integrity and confidentiality
3. Personal comportment
4. Willingness to serve
5. Willingness to learn and take direction
6. Discretion
7. Self-motivation
8. Flexibility and cooperation
9. Adaptable to change
10. Polite and friendly disposition
11. Diplomacy
12. High energy
13. Commitment to quality
14. Loyalty

## 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 Paige Nelson, Executive Assistant to the VP of External Affairs, [pnelson@cwfa.org](mailto:pnelson@cwfa.org).

## A message from Penny Nance, CEO and President 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 Executive Assistant/Receptionist is critical to our mission and vision. I welcome your interest in joining a diverse, talented, professional, and motivated team.