

CONCERNED WOMEN *for* AMERICA

Young Women for America Northern Regional Coordinator

Location: In-office, Alexandria, Virginia

POSITION DESCRIPTION

The Young Women for America (YWA) Northern Regional Coordinator will identify and recruit young women to represent YWA on college campuses and in local communities. She will manage, equip, and maintain relationships with current YWA Ambassadors and Chapter Presidents.

The YWA Northern Regional Coordinator reports to the YWA National Director. This is an exempt, salaried position.

POSITION GUIDELINES

The YWA Northern Regional Coordinator will be responsible for the following:

- Recruit new YWA leaders
 - Strategize for regional recruitment.
 - Research leader prospects in assigned region and make contact. Follow-up on their interest in YWA, answer questions, and explain the application process.
 - Travel to recruit new leaders as needed/directed.
 - Process leadership applications for YWA Chapter Presidents and Ambassadors.
 - Manage semester recruitment budget and meet with YWA National Director to discuss budget goals and results.
 - Represent YWA at regional and national conferences and events as directed.
- Engage and equip YWA Chapter Presidents and Ambassadors
 - Communicate via email, calls, and text with current leaders. Encourage them, share successful ideas and projects, and respond to requests for information, resources, and materials.
 - Assist new Chapter Presidents in establishing their chapters.
 - Travel to meet with Chapter Presidents and members to help build strong YWA Chapters as needed/directed.

- Coordinate projects for YWA Ambassadors and Chapter Presidents under direction/approval of YWA National Director.
- Assist in training YWA leaders on CWA's seven core issues and other educational topics, equipping them to be effective communicators.
- Help facilitate YWA National events
 - Assist in preparation for YWA's Annual Leadership Training and other training events.
 - Brainstorm ideas for new events and leader engagement opportunities.
- Assist with various departmental responsibilities
 - Contribute to the Field *Monthly Influencer* and other publications as needed.
 - Create content for YWA social media and YWA website as needed.
 - Develop and update YWA resources as needed.
- Participate in team building, strategic planning, long and short term goal setting.

QUALIFICATIONS

1. Bachelor's degree, entry-level position
2. Teachable, able to learn processes and procedures quickly
3. Demonstrates leadership
4. Exercises the ability to teach and train others
5. Relational with the capacity to encourage and disciple
6. Ability to articulate the mission of YWA to those outside the organization
7. Capacity to exercise discretion and independent judgment in matters of importance
8. Proficiency in Google Docs, Google Sheets, and other Google Workspace functions.
9. Strong writing skills, an understanding of English grammar, and the ability to compose appropriate letters and articles.
10. 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

About Concerned Women for America (CWA)

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 D.C., and around the nation. We believe change starts with each woman ... and we love being her heels on the ground in Washington, D.C., and beyond.

Application Process

To apply, first familiarize yourself with CWA's website, mission, and vision (www.concernedwomen.org). Email a copy of your cover letter and resume to Young Women for America National Director, Faith Ozenbaugh (fozenbaugh@cwfa.org).

[A message from Penny Nance, CEO and President of Concerned Women for America \(CWA\)](#)

As CEO and President of CWA, I would like to thank you for your interest in joining 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.