



## JOB DESCRIPTION

### Position Summary

Together Women Rise is a powerful community of women and allies dedicated to achieving global gender equality. We have hundreds of chapters across the U.S. where members come together to learn about gender equality issues, give grants to organizations that empower women and girls in low-income countries, and build community to forge meaningful connections with each other and with women and allies around the world.

This full-time, hybrid remote position supports the CEO, especially with board of directors' communication. Additionally, this position assists other Directors with administrative tasks and performs general office administrative duties.

**On-site work will be necessary two to three days per week.** Occasionally night and weekend hours may be required for meeting and event support.

### Communications

- Pick up mail from PO box at USPS and mailbox at physical address twice weekly
- Process incoming mail to include date stamping, scanning of checks and materials, recording of mail on the mail log and distribution to appropriate staff
- Separate checks from all correspondence and lock in drawer of Accounting & Data Associate
- Manage home office (info@) email account and forward to appropriate staff
- Answer telephone calls for callers who choose option "0"
- Respond to general inquiries sent to the organization (phone or email)

### Board of Directors

- Maintain Board SharePoint site; update board and committee list and schedules; archive documents as updates occur
- Schedule meetings, send meeting notices and reminders
- Assist in preparing documents for board meetings
- Send cards/flowers and gifts as requested
- Coordinate hotels, hospitality and all logistics for in-person board meetings

### Development

- Prepare ongoing stewardship letters
- Assist with special donor mailings

### General

- Oversee office supplies and order as needed
- Run errands
- Mail packages
- Attend and participate in staff meetings
- Other special projects

### Human Resources

- Some assistance with recruitment, including communication with applicants for appointments
- Coordinate welcome events for new employees

## **Membership and Communications**

- Answer member questions by email and phone; Triage questions and forward to appropriate staff
- Shipment of volunteer and chapter recognition gifts and book club books
- Ship marketing materials as requested
- Provide Zoom meeting support as needed

## **President/CEO**

- Assist with meeting scheduling
- Prepare correspondence and other documents
- Work on special projects as needed
- Assist with travel arrangements as needed

## **Other**

- Occasional night and weekend meeting attendance or assistance may be required
- Assist in other duties as needed

## **Required Minimum Education, Experience and Skills**

- Minimum high school diploma; preferred associate degree
- 3-5 years general office experience or a combination of education, training and experience which provides the knowledge, skills, and abilities necessary to perform the position's duties and responsibilities
- Proficiency in Microsoft Office365 (Outlook, Word, Excel, SharePoint) and Salesforce
- Ability to maintain confidentiality
- Well organized and highly detail oriented
- Timeliness in completing assignments with the ability to prioritize work assignments and determine which tasks are the most important
- Strong written communication skills: spelling, punctuation, writing
- Excellent customer service attitude with professional and pleasant phone manner
- Possess high level problem-solving and decision-making skills with the ability to determine the best way to handle specific tasks
- Strong interpersonal skills and adaptability

## **Remote Work Policy**

Together Women Rise has adopted a long-term remote work policy dedicated to its employee health and safety. Office hours: 9:00-5:00pm, Monday-Friday; with occasional nights and weekends

Together Women Rise is committed to diversity, equity, and inclusion and strongly encourages women, people of color, individuals with disabilities, LGBTQ+ individuals, and veterans to apply.

Together Women Rise is dedicated to the principles of equal opportunity. All qualified applicants will be considered without regard to race, color, religion, sex, pregnancy, gender identity, gender expression, sexual orientation, national origin, age, disability, genetic information or any other personal characteristic not relevant to the posted position.

## **Compensation**

This position is a full-time, hourly, non-exempt role with an hourly rate of \$22.00. Benefits include paid time off, holidays, and a stipend in lieu of health insurance coverage.

## **To Apply**

Please submit a cover letter with your qualifications and experience along with a current resume to [jobs@togetherwomenrise.org](mailto:jobs@togetherwomenrise.org).

*This Job Description is not intended, and should not be construed, to be an exhaustive list of all Job Functions, Accountabilities, Competencies, Skills and Work Environment/Conditions associated with this job. It is meant to be an accurate reflection of principal job elements useful for recruiting and selecting employees, assigning work and evaluating performance. Additional responsibilities may be assigned, and management retains the right to change this Job Description at any time without notice. Acceptance of this Job Description does not constitute an employment agreement or contract. Together Women Rise is an at-will employer and reserves the right to terminate employment for any reason or no reason, with or without notice to the employee.*