



# National Conference of Women's Bar Associations

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## **Position: NCWBA Executive Director's Assistant**

Serve as Executive Director's right hand person in running a national non-profit organization of women's bar associations. The NCWBA is an organization of organizations. Its members together represent approximately 35,000 women lawyers. It provides a national forum for exchanging ideas and information vital to organizational growth and success in today's profession. For more information about the organization, please visit [www.ncwba.org](http://www.ncwba.org).

**Hours per week:** Approximately 10 hours/week. During the months before our conferences and meetings, hours will increase to approximately 15 hours/week; these months include January, July, and September. This is a long term position.

**Learning Component:** Hands on office work, business, managerial, and marketing experience.

## **Duties/Responsibilities:**

- Assist in overseeing & monitoring activities of various committees & project leaders and assist in projects as needed. These projects include: maintaining an updated database, listserv, and distribution list by mail and email; maintaining contents on the website; consolidating materials and putting together a databank of materials; organizing materials in archive; some phone calls, including calling members to remind them of dues, and calling businesses and law firms to solicit sponsorship or donations for the organization; researching issues of interest to our members; reviewing members' newsletters; and any other projects delegated by the Executive Director.
- Send out mailings & correspondence.
- Assist with conference & meeting planning and preparations; including making name tags & name tents, researching information on cities where meetings are located (ie., hotel and airfare prices, airport shuttle information, recreation in the area, weather, etc.).
- Updating business documents.
- Some office work; such as filing, making phone calls, picking up the mail from a PO Box located at the Sellwood Branch off of Macadam and delivering it to Executive Director's home office located in West Linn. Occasional errands.

## **Qualifications:**

- Must be trustworthy, dependable, and diligent.
- Must possess great organization and communication skills.
- Must be a fast learner and possess the ability to follow directions with little guidance.
- Must have an email account and/or phone.
- The following will not disqualify an applicant but will be considered favorable to the applicant: have internet access, use of a computer/laptop, fax machine, printer, and/or scanner; and possess a car or is familiar with Portland's public transportation.

Please submit your resume along with a list of classes you've taken to Pam Nicholson at [pnicholson@ncwba.org](mailto:pnicholson@ncwba.org) and indicate job title NCWBA ED's Assistant in the subject line.