



633 Pennsylvania Avenue NW, Washington, DC 20004 • ncnw.org • ncnwhq@ncnw.org

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**Part-Time Executive Assistant to Chair  
& Director of Executive Operations  
Position Description**

**Reports to:** Chair of the Board of Directors  
**Supervise :** None  
**FLSA Status :** Non-Exempt

The National Council of Negro Women is an “organization of organizations” (comprised of 300 campus and community-based sections and 37 national women’s organizations) that enlightens, inspires, and connects more than 2,000,000 women and men. Its mission is to lead, advocate for, and empower women of African descent, their families, and communities.

**Position Summary:** The National Council of Negro Women requires the services of a highly organized Part Time Executive Assistant to provide high level executive administrative support for projects and tasks of the Chair and the Director of Executive Operations. This role involves coordinating meetings for the Chair, managing travel arrangements and handling both board and affiliate meetings. The successful candidate must be highly organized, initiative-taking, and capable of traveling as needed with the Chair to ensure all logistical details are accurately overseen.

**Essential Job Functions:**

- Provides comprehensive administrative support to the Chair and Director of Executive Operations.
- Coordinates and schedules appointments, meetings, and teleconferences for Chair.
- Makes all travel arrangements and manages administrative processes for travel and cash expenses for the Chair.
- Drafts and prepares correspondence/emails on behalf of the Chair, manages email traffic, prepares responses as requested for Chair approval.
- Ability to manage multiple tasks and priorities effectively.
- Strong attention to detail in handling documents, preparing reports and organizing meetings.
- Coordinates and assists in the preparation of monthly and operating reports.
- Assist in planning and executing all Executive Committee and general Board of Directors’ meetings including agenda and board packet preparation; information dissemination; food and beverage coordination and other on-site coordination.
- Creates and maintains appropriate electronic and paper filing systems.
- Manages routine projects on a day-to-day basis and completes special projects as assigned.

Dr. Mary McLeod Bethune, Founder

Dr. Dorothy Irene Height, Posthumous President Emerita

Dr. A. Lois Keith, National Chair

Rev. Shavon Arline-Bradley, President & CEO

*Contributions are tax deductible.*



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**Experience and Qualifications:**

- Bachelor's Degree preferred or 4+ years of relevant work experience.
- Strong organizational and communication skills.
- Professional and able to oversee a variety of duties simultaneously.
- Strong attention to detail, and ability to prioritize.
- Ability to work independently, as well as collaboratively in a deadline-driven environment.
- Ability to maintain and protect confidential information.
- Executive level business acumen, ability to demonstrate discretion, a positive attitude and excellent customer service skills.
- Ability to travel and work flexible hours.
- Proficient in Microsoft Office Suite

**Location:**

Atlanta, Georgia, or Washington DC

**To apply- Please email [Jobs@ncnw.org](mailto:Jobs@ncnw.org) with your resume and cover letter for consideration.**

# NCNW

**Commitment. Unity. Self Reliance**

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