



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

Senior Part-Time Executive Assistant to the Chair

Position Description

Reports to: Director of Executive Operations
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 efficient and effective Executive Assistant to manage and assist in the execution of the duties and affairs of the Chair of the Board of Directors; and provide Executive Assistant support with projects and tasks for the Director of Executive Operations. This role involves strategically organizing and expediting meetings for the Chair and the ability to travel with the Chair as needed. The successful candidate will manage travel arrangements, oversee planning for board and affiliate meetings and provide critical support to the Chair, ensuring alignment with the mission and values of NCNW. The ideal candidate must demonstrate exceptional organizational skills, be a proactive analytical person and have a deep understanding of NCNW goals and objectives.

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 with your resume and cover letter for consideration.