

Changing Woman Initiative (CWI)

Job Description

Board Administrator

Brief Description

Board Administrator supervises and administers activities related to the Board of Directors and related committees of Changing Woman Initiative. The Board Administrator is responsible for planning meetings, generating reports, archiving and preparing materials, conducting research, and practicing communication with board members regarding related activities. The Board Administrator will work closely with board members, staff, volunteers and committees to meet organizational goals.

Position Summary

- Manages all aspects of administrative support and project execution for the Executive Director and Board of Directors
- Serves as point person for the Social Media Specialist and participates in annual job review
- Provides excellent customer service, both internally and externally and assists with outreach activities and events.
- Provides administration support to the Board of Directors.
- Maintains all Board administration and governance documentation.
- Leads planning of organization-wide board and specific staff meetings.
- Actively participates in diversity efforts of staff, board members and board volunteers.

Primary Responsibilities and Scope of Work

Decision making & influencing:

Decisions made:

- Determine processes for completing job tasks
- Prioritization of tasks (unless urgency to particular task)
- Orchestrate the logistics of events
- Monitor board budget as needed to ensure board expenses as related to the position and requirements.

Decisions referred to another:

- All written board correspondence must be approved
- Non-standard decisions are referred to appropriate person (Executive Director and President)

Quantitative information which measures this job or indicates work volume:

- Manage all correspondence (written, verbal, electronic) for current directors, emeritus directors, and current committees
- Build relationships and maintain contact lists of relevant organizations, businesses and other groups related to CWI's mission.
- Create mailings and other materials for the board committee members as needed, apart from the work of the social media staff.
- Establish working relationship with the Board of Directors President and committee chairs in verbal, written, and electronic correspondence
- Collaborate with Social Media Strategist to create the quarterly newsletters
- Mail, track, and follow up on the annual conflict of interest disclosure and create report for Executive Committee review
- Schedule appointments and maintain the board calendar
- Maintain the board email and google accounts
- Assist the secretary with maintaining the google documents
- Prepare and edit correspondence as requested by the secretary
- Assist with creation, disbursement and storage of board booklets in conjunction with the Organizational Development director.
- Ensure that board and committee meeting minutes are filed monthly and accounted for by the chairs and board secretary.
- Assists with special projects and performs other related functions delegated or assigned.
- Maintains all board-related records on the organization's shared server.
- Creates, updates, distributes and files Board communications and documentation, including all information related to Board administration and governance in coordination with the board secretary.
- Keeps minutes of Board meetings during annual in-person meetings as well as maintains electronic copies of all minutes in compliance with audit requirements, including preparation and tracking of all Board related agenda, resolutions and activities during the in-person meetings in conjunction with the board secretary.
- Plans, coordinates, and arranges Board of Director/committee meetings including assisting in drafting agendas, reserving facilities, arranging catering, etc. if needed

- Supports and assists with planning and staffing of donor, volunteer, and other outreach events.

Board meetings:

- E-mail BOD reminders and add calendar notification
- Prepare and distribute meeting materials/booklets for in person meetings in conjunction with the board secretary
- Disburse and maintain board manuals in conjunction with the Organizational Development director.
- Coordinates planning efforts on behalf of the Board and staff (i.e. prepare meetings, obtain supplies, locating facilitators, etc.)
- Coordinates all logistics and preparations for support areas of in person meetings (such as meal coordination, etc)
- Assists in planning of bi-annual staff and board member meetings and other organization-wide events.
- Complete minutes following each in person meeting
- Tasks Board of Directors on meetings, deadlines, and upcoming special events
- Contract with and supervise subcontractors for meetings/events as needed
- Create meeting(s) timeline, prepare and distribute meeting notification, correspondence, and agenda materials in coordination with the board secretary
- Coordinates travel arrangements and accommodations for Board members.

Committee meetings:

Email meeting notification and track RSVPs for quorum

- Update materials for distribution at meeting as prepared by the committee chairs
- Email agenda and minutes from last meeting as prepared by the committee chairs
- Coordinate all logistics and preparations for meeting environment (such as securing location or scheduling the zoom meeting)
- File minutes following each meeting upon receipt of committee chair

Contacts:

- Board of Directors – Current, Emeritus, Honorary, and their staff members
- Staff
- Vendors – caterers, other suppliers
- Maintain, as needed, both mailing & public relations lists of board and committees, including website updates

Minimum Qualifications

Knowledge, skills, and abilities required:

- Self-motivated, focused, positive attitude, flexible, and proactive
- Ability to multi-task and work in fast-paced, demanding environment
- Strong organizational skills
- Ability to deal with high-level outside influential individuals
- Professional appearance and mannerisms
- Ability to partner (collaborate) and work well with people at all levels
- Ability to identify creative solutions that address time, budget, quality
- Ability to develop, organize, and implement office procedures and systems
- Ability to make decisions and maintain confidentiality
- Ability to initiate and complete projects with minimal supervision
- Excellent oral and written communication skills
- Strong communication, composition, computer systems, prioritizing, and public relations skills
- Board of director/trustee and executive-level contact on behalf of Executive Director
- Excellent spelling, grammar, and editing skills
- Purchasing and negotiating skills
- Record and compose minutes for annual board meetings where the board Secretary is participating, or any board business meetings or training where the board Secretary is a participant, unable to take notes, or absent and has pre-arranged with the Board Administrator to take notes.

Required Qualifications

- Proven ability to treat sensitive/confidential information with appropriate discretion.
- Excellent customer service, organization, and communication skills.
- Knowledgeable in administering organizational diversity plans.
- Professional demeanor and good interpersonal skills.
- Ability to effectively interact with a diverse population of staff, participants, and stakeholders.
- Self-motivated, with proven ability to proactively organize and prioritize work and meet critical deadlines.
- Positive attitude, enthusiasm and commitment to CWI's mission and values.
- Strong proficiency with MS Outlook, Word, Excel, PowerPoint.
- Word Processing: 75 wpm
- Must be able to lift at least 40 lbs

- Must have efficient internet connection in all work spaces
- Must have well working cellular telephone access at all times
- High school diploma or GED

Preferred Qualifications

- Native American/tribal recognition
- Black, Indigenous or person of color
- Previous experience with project management and/or event planning.
- Administrative experience in related industries
- Previous experience providing Board of Directors administration and/or board committees.
- Associate or higher college degree
- Experience working with diverse populations and communities.
- Previous experience working for a nonprofit organization.
- Experience with coordinating efforts on behalf of a nonprofit organization or cause.
- Familiarity with birth and reproductive justice or Native American equity work.
- Bilingual

Position Characteristics

CWI offers some flexibility in schedules, however occasional evening and weekend work is required and extended work time for in person meetings once a quarter at minimum. This position to start will be contractual but with a vision to move into a part time or full time salaried position as the organization grows.

Working conditions:

- Continual exposure to new tasks
- Work environment is fast-paced, work interruptions may be frequent
- Must work within specified budget
- Multiple projects and timeframes occurring at once
- There may be significant time constraints that create the need for a flexible schedule during certain time periods.
- Travel to off-site locations and bi-annual meetings with possible long days and additional work both prior and after the meetings.
- Health justice and equity work are the lens of CWI's work and focus of discussions, planning and events.

How to Apply

Send a resume and cover letter to:

CWI Board of Directors Secretary, boardsecretary@changingwomaninitiative.com

Salary commensurate with experience

Job Opens Monday, July 27th, 2020

Deadline by Monday, August 31, 2020

About CWI

Changing Woman Initiative is a 501(c)(3) non-profit organization with the mission to renew cultural birth knowledge to empower and reclaim indigenous sovereignty of women's medicine and life way teachings to promote reproductive wellness, healing through holistic approaches and to strengthen women's bonds to family and community.

Our future focus is to develop a culturally centered reproductive wellness and birth center. By creating a physical space for education and healing for Native American women, we feel this will help reclaim cultural identities through birth and motherhood that has been shaped through our cultures.

Our present focus is to provide culturally integrated healthcare for the Native American/Indigenous women and families in the communities we serve.

Anti-Discrimination Policy and Commitment to Diversity

CWI seeks individuals of all ethnic and racial backgrounds to apply for this position. We are committed to maximizing the diversity of our organization, as we want to engage all those who can contribute to this effort.