

Role Specification
Local Group Assistant



Organization Background

Connecting, leading, and supporting professional women to achieve their potential

4word, Inc. is a 501(c)3, non-profit corporation formed in 2011. It's vision is to build a Global Community of Christian women in the workplace. Why? . . . our mission is so that these women can reach their God-given potential with confidence and share Christ's love. As the only global ministry serving Christian women in the workplace, 4word is narrowing the gap in resources for women seeking to integrate their careers, relationships, and faith. Our women are real, passionate, faithful women who desire community.

4word offers Christian women in the workplace a transformational relationships through mentoring, authentic community through local groups, and relevant content through our digital community.

Website/ www.4wordwomen.org

The Role

Summary

The Local Group Assistant is a part-time position, averaging 10-15 hours/week. The individual would have the opportunity to connect with women in various careers and industries. Working alongside the Director of Local Groups, the Local Group Assistant serves as a member and an active participant in serving the local groups. We have a virtual office within 4word: the workspace is from home, and coffee shops, or occasionally the home office of a 4word team member.

Key Accountabilities

Local Group Support

- Ensure that all Local Group events are captured on the 4word website calendar, CommitChange, and weekly emails
- Work with the Director of Local Groups to ensure that events are marketed through Constant Contact to promote attendance/awareness
- Create and edit events on Website using WooCommerce plug-in
- Assist with execution of monthly Leader Newsletter and quarterly calls including setting up the call, distributing calendar invites, sending reminders, recording the call and sending recording as requested by Leaders
- Assist with tracking Local Group Leader contact information and updating on a regular basis
- Respond to general administrative requests from Local Group Leaders including sending registration lists for upcoming events, providing branding materials/documents, etc.

Candidate Profile

Qualifications

- Excellent communication skills, both written and oral; experience with writing web copy a plus
- Strong organizational skills
- Flexible and adaptable style
- Ability to work both independently without close oversight, but also a team player who will productively engage with others at varying levels of seniority within and outside 4word
- Strong organizational and time management skills with exceptional attention to detail
- A professional and resourceful style; the ability to work independently and as a team player, to take initiative, and to manage multiple tasks and projects at a time
- Bachelor's degree required
- High energy and passion for 4word's mission

4word is a Christian non-profit organization. It is therefore required that employees possess the following:

- A reputation of honesty, integrity, gratitude and hospitality in all personal dealings
- An allegiance to Christ and the church
- Affirmation of 4word's vision, mission, values and agrees to statement of faith.