



Westchester Women's Bar Association (WWBA)
Executive Director- Part-time Position Announcement
APPLICATIONS DUE BY MONDAY, JANUARY 22nd

The [Westchester Women's Bar Association](#) (WWBA) is a professional organization of lawyers and judges who live or work in Westchester County, with over 500 members is one of the largest chapters of the [Women's Bar Association of the State of New York](#) (WBASNY).

Reporting to the WWBA President and Executive Board, the Executive Director will have several operational responsibilities, including but not limited to oversight of the WWBA's programs, membership, e-newsletters, and social media/website administration. The Executive Director will help ensure ongoing program excellence, furtherance of the WWBA's strategic goals, management of systems and finance, and quality communication with board, membership and the public.

Qualifications and Skills

- Proven leadership and relationship management experience
- Self-directed and mission-driven with integrity and a positive attitude
- Strong written and verbal communications skills and commitment to quality work
- Action-oriented, adaptable and innovative approach
- Ability to work effectively in collaboration with diverse groups of people
- Marketing, public relations and fundraising experience
- Proficient in Microsoft Office: Word, Excel, Access, Outlook, Adobe and familiarity with Wild Apricot Program useful
- Website maintenance: including social media graphics and posting, and ability to format, crop and resize photos, etc.

Key Duties and Responsibilities

- Maintain WWBA website, calendar and membership database.
- Membership: Including processing all new and renewal membership applications, on-line payments, reports, distribution lists, directories, membership reports, and membership certification.
- Website: Overall management and ongoing posting and updates to WWBA website. Ensure website and payment systems are always secure, up to date, and functional.
- Calendar and Programs: Posting and notification of WWBA programs and events, reminders, on-line payments, and reporting to program sponsors.
- Adhere to WBASNY requirements and certifications.
- Regular communications via email and written correspondence with WWBA membership, Board Members, Officers, Executive Committee and Committee Co-chairs throughout the year, including several mass mailings.
- Assist the WWBA Treasurer with financial transactions, including recording and management of the same, familiarity of QuickBooks helpful; membership, program, event and sponsorship payments; reconciliation of monthly bank statements; asset reconciliation reports tri-annually; and regularly prepare back-up reports of incoming checks and transfers.
- Proofread the monthly newsletter and provide membership information for content.
- Assist with coordination of events including Annual Dinner, Holiday Party, and Programs.
- Attend major events: Annual Dinner, Holiday Party and assist with registration.
- Regularly retrieve and return telephone calls and pick-up mail from the WWBA Post Office Box.

Additional

Bachelor's degree preferred, but not required.

This is a part-time, work-at-home position, 12-15 hours per week, with periodic attendance at events in Westchester County area and weekly mail retrieval in Westchester. Hourly salary range \$30-\$35 commensurate with experience.

Please send current resume and hourly salary requirement to WWBA President, Amanda Rieben:
arieben@abramslaw.com