Job Description: The University of Washington Women’s Center (WC) is looking for a highly motivated and organized individual to assist the Women’s Center Advisory Board

**Duties and Responsibilities**

- **Board Coordination**
  - Plan, organize, schedule and perform a variety of sensitive, confidential and responsible administrative functions in support of the Advisory Board and Board committees.
  - Prepare meeting agendas, Board packets, attend Board and committee meetings, transcribe minutes, track attendance and maintain all records related to the Board; work independently in coordinating Board activities.
  - Provide research and coordinate administratively support as requested.
  - Support Center staff with board member queries and communication needs

- **Scholarship Coordination**
  - Manage scholarship outreach including promoting scholarship opportunities on social media, e-mail blasts, website, and personal networks.
  - Serve on scholarship review/ranking committee

- **Communications**
  - Collaborate with Marketing & Communications Coordinator and WC programs to draft and distribute monthly newsletter and program reports.

- **Special Events**
  - Help support and manage event projects, logistics and follow-up

- **Other duties as assigned**

**Minimum Qualifications**

- **Work-study eligible**
- Outstanding oral and written communication skills; excellent attention to detail
- Ability to work independently and as part of a team
- Exceptional problem solving and organizational skills
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Publisher)
- Knowledge of Adobe Design Suite (Illustrator, Photoshop) and InDesign preferred
- Prior experience in special events, advancement, public relations, and communications preferred
- Passion for the WC’s mission
- Some nights and weekend availability required
Educational Benefits
♦ Opportunity to enhance project management and communication skills.
♦ Cultivate relationships with gala committee team, executive director, and advisory board to
  enhance Womens' Center's initiatives.
♦ Advisory Board experience

To Apply
♦ Email resume and cover letter to jwhite23@uw.edu; include your name and "Board Coordinator
  Position" in the subject of the e-mail.
♦ The position will remain open until filled

OFFICE USE ONLY

JOB NUMBER:

Job Class Code: 0875 0872 Grad: 0881 0882 0883
51% Comp. to Classified: Yes [ ] No [ ]
State [ ] Federal [ ]

JOB CATEGORY: Arts & Media