



## **The Katie Geneva Cannon Center for Womanist Leadership Program Associate Job Description**

The program associate supports the work of the Center director. The duties of the program associate include clerical, administrative and logistical support for the Center's six initiatives: Womanist Wellness, Womanist Works, Womanist Witness, Womanist Worship, Womanist Wisdom, and Womanist Wares.

### **RESPONSIBILITIES AND DUTIES**

- Prepare financial reports, memos, invoices, letters, and other documents
- Respond to communications by phone, email, and social media
- Maintain an active presence on social media
- Handle basic bookkeeping tasks
- File and retrieve records, documents, and reports
- Research and sort data to prepare documents for review and presentation by the director
- Support planning for meetings, seminars, colloquies, and conferences
- Prepare for Advisory Council Meetings
- Record meeting minutes
- Offer hospitality to constituents and visitors
- Make travel arrangements for the director, speakers, and presenters for the Center's events
- Manage inventory and supplies
- Provide data for grant proposals and fundraising activities

### **REQUIRED QUALIFICATIONS**

- Must be able to work both collaboratively and independently.
- Excellent organizational skills and knowledge of office management software.
- Excellent oral and written communication skills.
- Ability to handle multiple tasks and execute multiple priorities.
- Exhibit a spirit of hospitality and sensitivity to human relations.
- Knowledge and experience with programming engaging and supporting women of color (required).
- A spirit of cooperation and willingness to work as a team member with KGCCWL partners, KGCCWL constituents, UPSem administrators, faculty, and staff members.
- Minimum of college degree from an accredited institution.
- Must have a current Virginia Driver's License and an excellent driving record.

### **Working Conditions:**

- This is a part-time/support staff/non-exempt position based on the Richmond campus requiring approximately 20 hours/week, including additional time when in-person Center events occur.