

## **ADMINISTRATIVE DIRECTOR**

The Capital District Women's Bar Association (CDWBA) is an organization that is more than 300 members strong, and has grown steadily over the past 30 years. Founded in 1978, the CDWBA is the local chapter of the Women's Bar Association of the State of New York and includes private practitioners, judges, government attorneys, court officials, in-house counsel, and law students. The association also provides an opportunity for training and networking for non-attorney professionals in the field of law.

The CDWBA is seeking an independent contractor to direct the administrative functions of the organization. Qualified applicants should possess demonstrated experience in supporting the administrative activities of a not-for-profit, professional organization or agency. The individual must be a self starter with strong organizational skills. The Administrative Director will be responsible for supporting and attending the CDWBA's events and Board meetings. (S)he must be able to anticipate project needs, discern work priorities, and meet deadlines with little supervision. Duties of the position also include membership attraction, communication, retention, and renewal. The Administrative Director will be required to coordinate the association events in partnership with committee members by working with event sponsors and vendors, tracking reservations, receiving payment for events, etc. The individual holding this position will also be responsible for managing the content of the association's web site, development of the membership directory and solicitation of advertisers.

The position requires approximately 10 to 15 hours per week. The contractor will be paid \$750.00 to \$900.00 per month based on experience. The right applicant will provide outstanding customer service, be an enthusiastic professional, and demonstrate a clear ability to build relationships. Candidates should have a strong working knowledge of Microsoft Office, including Access Database and Outlook.

Please submit resume and cover letter via email to [jdunn708@nycap.rr.com](mailto:jdunn708@nycap.rr.com) or by facsimile to (518) 935-9353. No phone calls, please.