



KWAA SEEKS ADMINISTRATIVE ASSISTANT

The Kansas Women Attorneys Association (KWAA) seeks an **Administrative Assistant** to assist with membership management and other administrative tasks. KWAA is not your average bar association. With approximately 380 members across the globe, we are comprised of passionate volunteers, artists, athletes, scholars, and grandparents, parents, children, siblings, and friends. Many, but not all, of us also practice law. KWAA is motivated to pursue equality for women in Kansas and we advocate, encourage, rally, celebrate, listen, and learn to further that cause.

This is a remote position and applicants must have access to a computer and the internet. Hours of work are extremely flexible and may be set by the Administrative Assistant. Travel is not expected on a regular basis, but any pre-approved travel will be reimbursed at the IRS standard mileage rate.

Duties

- Data entry, including membership database and event registration;
- prepare membership and attorney contact lists;
- periodically check KWAA official email inbox and arrange for responses to emails;
- contact new members with welcome information/packet;
- contact lapsed/suspended members regarding renewal;
- posting photos, events, and news on website (not content creation),
- other administrative duties as assigned.

Qualifications

- Administrative or assistance experience;
- ability to work independently and with attention to detail;
- possess excellent time management; written and verbal communication; and computer skills;
- proficient with Microsoft Suite and database operation and entry;
- experience with website development and maintenance preferred.

Pay

\$16.12 per hour for up to 10 hours per week. During the 10 weeks leading up to the annual conference, the position will allow for 20 hours per week.

To apply, please send a letter of interest and resume to KansasWomenAttorneys@gmail.com with the subject line "Administrative Assistant Application." Questions may be submitted to the same email address. Interviews will be scheduled beginning June 19, 2020.