



Association of Women Executives in Corrections

Executive Director (Part Time)

Position Announcement and
Application Procedure

ORGANIZATION BACKGROUND

The Association of Women Executives in Corrections (AWEC) is a 501c3 organization and is designated by the IRS as a public charity. Chartered in 1996, it is a national organization with a membership of over 200 executive women in the corrections field. AWEC provides opportunities to network with peers, enhance leadership skills, and mentor future female correctional leaders. AWEC's members are dedicated to the organization's motto, "EACH ONE... TEACH ONE."

AWEC's activities are funded by member dues, corporate sponsors, grants, and charitable donations.

To learn more about the Association of Women Executives in Corrections, visit www.awec.us.

QUALIFICATIONS

This contract position is ideally suited for retired corrections professionals who can work from a home office and desire a flexible schedule.

Candidates interested in this position must have a Bachelor's Degree (Master's preferred) and management experience, preferably in the corrections field.

Candidate must have high integrity, possess proven results as a leader, strong written and oral communication skills, considerable technology expertise, knowledge of 501c3 compliance, and be passionate about the purpose and mission of AWEC.

POSITION RESPONSIBILITIES

The Executive Director is the Chief Executive and Administrative Officer and reports to the Executive Committee, members who provide oversight to ensure compliance with 501c3 rules.

This position is a part-time (avg. 15 hrs per week) contract position. Work schedule will vary depending on activities of association. Salary is \$20,400 yearly, plus expenses, payable monthly with subsequent salary negotiable. Contractor is responsible for any and all taxes with said salary.

Duties:

- Represent values, goals and objectives of the Association with all members and other groups and associations
- Coordinate communication efforts with the AWEC Executive Committee
- Enhance the visibility and credibility of AWEC by promoting increased involvement and cooperation with other correctional associations
- Coordinate and participate in Executive Committee meetings
- Work with standing and special committees of organization in developing goals and objectives and serve as liaison to those committees; perform other duties as assigned
- Research alternative funding sources and maintain communications with sponsors as appropriate
- Coordinate all aspects of Association's annual training conference
- Maintain membership database and give notice to members as to dates of dues renewal, working with Treasurer to process dues payments
- Respond to written and telephone inquiries
- Attend annual and mid-year meetings and affiliate meetings as designated by Executive Committee
- Coordinate recruitment and application process for prospective members with Membership Committee
- Publish Association newsletters
- Maintain regular electronic communication with membership
- Maintain website
- Support President and other officers in completion of their assigned duties
- Administer daily business of the Association
- Assist President and other officers in the implementation of AWEC initiatives
- Develop, maintain, and produce all AWEC documents and records to ensure compliance with 501c3 rules

Apply by December 31, 2011 to:

Kathy Waters, President

kwaters@courts.az.gov

Electronic Credentials Only

Initial interviews will be by phone