

Job Title:	Ambassador / Junior Attorney	Hours of Work:	20 Hours/Week (Part-time)
Department/Group:	NWIAA Headquarter Office 1701 N. Martin Luther King, Jr. Ave. Oklahoma City, OK 73111	Facility Hours of Operation	Monday - Friday Hours: 8:00 a.m. - 4:00 p.m. Flexible
		Travel Required:	YES
Level/Salary Range:	\$20 per hour with the potential to earn up \$100,000 a year or more	Position Type:	JD Graduate/ Junior Attorney
Recruiting Contact:	Rhonda Spender	Date posted:	3/6/24
Will Train Applicant(s):	Yes	Posting Expires:	Until Positions are Filled
Internal URL:	www.nwiaa.org		

Applications Accepted By:

PHONE OR E-MAIL:

405-424-4623 or womeninag@gmail.com
 Subject Line: Recruiting for NWIAA Executive Assistant
Attention: Rhonda Spender

MAIL:

NWIAA'S COMMUNITY OUTREACH CENTER
 ATTN: RHONDA SPENCER
 1701 N. MARTIN LUTHER KING.
 OKLAHOMA CITY, OK 73111

Job Description

ROLE AND RESPONSIBILITIES

Onboarding New Chapter Leaders: Facilitate the onboarding process for new chapter leaders by assisting them with necessary registrations, including obtaining state incorporations, Employer Identification Numbers (EIN) and System for Award Management (SAM) Unique Entity Identifiers (UEI).

Stakeholder Engagement: Secure stakeholders/partnership/collaboration letters of support for across the United States.

Grant Writing: Writing grants for chapter leaders to secure funding for agricultural projects, educational programs, and community initiatives.

Congressional Bill: Assist with the drafting of state and federal congressional bill legislation.

Compliance Oversight: Ensure that all chapters adhere to organizational policies, regulations, and legal requirements, including tax-exempt status, reporting obligations, and compliance with grant terms and conditions.

Organizational Management: Organize, file, and track all relevant information, including chapter documentation, membership records, outreach reports, and partnership agreements, to ensure efficient operations and compliance.

Agribusiness Engagement: Demonstrate a commitment to agriculture by actively participating in agricultural activities, such as gardening, farming, or agricultural projects, both in the office and in the field.

Childcare Facility Support: Provide backup support in childcare facilities, ensuring that chapter members have access to childcare services during meetings, events, or agricultural activities.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Junior Attorney. Must have JD Degree

WITH JURIS DOCTRINE DO NOT HAVE TAKEN THE BAR EXAM

PREFERRED SKILLS

STRONG Excel Spread Sheet Layout Experience, Ability to type a formal letter, and STRONG Communication, reading and Writing Skills

ADDITIONAL NOTES

National Women in Agriculture Association (“NWIAA”) is a professional minority owned and operated non-profit 501(c)3 organization. Junior Attorneys are needed IMMEDIATELY. Please visit our website at www.nwiaa.org for more information about our organization.