

Position Announcement – Member Relations/Office Administration Coordinator

The North American Conference of Associates and Religious (NACAR) is seeking a Member Relations/Office Administration Coordinator to support current and prospective NACAR members and the board of directors through relationship building, correspondence, and recordkeeping.

We seek someone who is committed to NACAR's mission and vision; someone who is technology-savvy, but also people-oriented; someone who is articulate and able to effectively communicate NACAR's mission and member benefits. The ideal candidate will possess exemplary writing and organizational skills. We are a small organization, so you must be willing to roll up your sleeves and work.

This is a part-time contract position accountable to the board of directors. Hours are flexible and work will be done from the candidate's home. The successful candidate will be creative and interested in making suggestions to improve member relations and services.

NACAR is a nonprofit membership organization that serves as a catalyst to empower and promote the Associate-Religious relationship across North America. We work with religious congregations and individual Associates and Religious, locally and regionally, serving as a resource and advocate and connecting them to valuable resources (read more at www.nacar.org).

If you are seeking an opportunity to share your gifts in ministry, please send a letter of application, resume, and desired annual contract fee **by March 31, 2021**

NACAR Search Committee
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