

## **Flexible | Purpose-Driven | Leadership Opportunity**

Women in Energy, a national 501(c)(3) nonprofit, is seeking a part-time Administrator to help lead our organization in advancing its mission: connecting and empowering women across the oil and energy industries.

Founded in 2018 by industry professionals, we are a growing association focused on education, mentorship, and leadership development. This role is ideal for someone who is passionate about building community and creating impact in an industry that needs more diverse voices at the table. This position will report to the sitting president on a regular basis of 4-6 weeks.

### **Key Responsibilities:**

- Collaborate with the Board to shape and execute strategic goals
- Work with committees to plan and coordinate educational events, webinars, and our annual conference
- Cultivate sponsor and partner relationships
- Ensure consistent communication – web, news briefs press releases.
- Financial: Responsible for maintaining membership database, including billing for annual dues and events; processing bill payments and preparation of financial reports to the board.
- Organize and set-up zoom meetings for committees and quarterly board meetings.

### **What We're Looking For:**

Strong leadership, communication, follow-thru and organizational skills

Experience with a nonprofit or association management ideal

A passion for empowering women and creating equitable career pathways

Background in the energy sector is a plus

### **Details:**

- This is a sub-contracting position; anticipated 20 hours per week.
- Hourly wages (negotiable) + potential commission on new sponsorships
- Approved travel expenses reimbursed
- Remote work with flexible hours

This is more than a job — it's a chance to build something meaningful, support women in the workforce, and help lead a growing national network into its next phase.