

## **POSITION OF WMF NATIONAL EXECUTIVE SECRETARY**

### **Role and Responsibilities**

To help with the administrative and promotional needs for the National WMF of the AFLC. Assist the National WMF President and WMF Board with digital mailings, emails, printings as needed.

### **Qualifications**

- Member in good standing of AFLC Congregation
- Familiar with National WMF projects, mission work and focus.

### **Preferred Skills**

- Experience with social media accounts, and web development.
- Knowledge of Microsoft Office, Publisher, Word, Excel and PowerPoint.

### **Additional Notes**

This position is half-time, salaried, remote work. The position also requires storing WMF Bible studies and mailing out orders for Bible studies.

Resume and cover letter may be e-mailed to National WMF President Karen Pederson at [wmpres@gmail.com](mailto:wmpres@gmail.com).