



## Events Team Coordinator

The Women in Economics Initiative (WiE) is looking for a new team member to help take our events to the next level as a coordinator of the events team. WiE was established to advance gender equality in the field of economics. Our goal is to encourage equal opportunity and balanced representation of genders in the economics profession across the academic, business and public sectors.

Our events aim to create an open forum to discuss contemporary issues such as inequality of opportunity and representation, as well as the challenges and experiences of women in economic and other male-dominated professions. We want to provide accessible, interesting and enjoyable networking opportunities for economists with a range of specialties, backgrounds and levels of experience. We hope that our upcoming events will offer new opportunities for women economists and people working at the intersection of gender and economics the opportunity to present fresh ideas, research findings and activities.

Since our launch in July 2019, we have hosted over [thirty events](#) in cooperation with our partners. We have also held more than thirty online events and workshops that have been well-received and have encouraged us to expand our team to enable us to deliver more events in new and innovative formats.

As an Event Coordinator you contribute **approximately 6 - 10 hours per month** in cooperation with existing WiE members to:

- Plan and coordinate WiE's event schedule with the events team members
- Manage upcoming events including conceptualization, outreach, logistics and hosting
- Develop and expand existing event formats such as the WiE Discussion Series
- Develop new formats such as networking, peer-learning, expert presentations, workshops etc.
- Coordinate with marketing and editors on event promotion
- Organize monthly team meetings
- Participate in monthly coordinators meetings
- Create yearly goals and (quarterly) track their progress
- Document internal team knowledge and procedures

We are looking for teammates who:

- Are enthusiastic about WiE's mission of encouraging gender equality and diversity in the economics profession,
- Are organized, self-reliant, show creative initiative and leadership skills, and can independently coordinate the work of a team with 4 - 10 members
- Have academic or professional experience and/or interest in economics, gender and wage inequality, or other related fields
- Work reliably and independently in a team, with clear communication and openness
- Have good (C1) English skills
- Are willing to become a WiE member and engage in the organization on a long-term basis

The Women in Economics Initiative e.V.  
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We want to build a diverse organization which welcomes and presents a variety of perspectives on economics. We welcome input from people of every gender, age, ethnicity, religion, sexual orientation, ability, background and sector.

If you are interested in joining the WiE team as an event coordinator, we are looking forward to receiving your email ([antonia@women-in-economics.com](mailto:antonia@women-in-economics.com)). Please introduce yourself, explain your interest in the role and attach your CV. If you have any questions about WiE's work and this position, do not hesitate to reach out to us.

Please note that The Women in Economics Initiative is run entirely by unpaid volunteers, and this opportunity is an **unpaid volunteer position**.

We are looking forward to receiving your application!

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