



Human Resources - Team Member

The Women in Economics Initiative (WiE) is seeking a dedicated volunteer to support our HR coordination. You will help foster community, manage applications, and support our mission of empowering women and non-binary individuals in the field of economics. 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.

As a HR team member, you contribute **approximately 2 hours per week** in cooperation with existing WiE members with the following tasks:

- **Help Creating a Volunteer Community:** This involves organizing internal events on a quarterly basis, such as get-togethers and workshops, to foster a sense of community among volunteers. These events are aimed at building relationships, sharing knowledge, and enhancing the overall experience for our WiE volunteers.
- **Managing Applications and Job Postings:** This task entails reviewing applications received for volunteer positions, screening candidates based on their qualifications and fit for the role. It involves assessing applicants' skills, experience, and alignment with the organization's mission and values.
- **Supporting HR Coordinator with Hiring Decisions:** This involves assisting the HR coordinator with making hiring decisions for volunteer positions. It includes participating in the interview process, providing input on candidate selection, and helping to onboard and offboard volunteers as needed.

The most important qualities for a candidate include:

- **Passion for Gender Equality and Economics:** A strong belief in the importance of gender equality in economics and a passion for supporting women and non-binary individuals in the field.
- **Excellent Communication Skills:** The ability to communicate effectively with volunteers, team members, and (potential) applicants.
- **Commitment to Diversity and Inclusion:** A commitment to making WiE a diverse and inclusive environment for all volunteers.
- **Trustworthiness:** Ability to work with confidential data and maintain confidentiality.
- Are willing to become WiE members and engage in the organization on a long-term basis

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 organiser, we are looking forward to receiving your email (hr@women-in-economics.com). Please introduce yourself, explain your interest in the role and attach your CV. If you have any questions on 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!