



HR Team Member

The Women in Economics Initiative (WiE) is seeking two dedicated volunteers to join the HR Team and support the growth and wellbeing of our community. Our HR team helps manage every stage of the volunteer experience, from application to onboarding, active support, and offboarding. You will collaborate with coordinators and volunteers from across WiE to ensure everyone feels welcomed, connected, and able to thrive.

Are you interested in people, diversity topics, or community building? Do you enjoy communicating and making sure others feel included? Are you motivated to support volunteers and keep our organization running smoothly? Then we want to hear from you!

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 an HR Team Member, you will contribute approximately 2 hours per week and work in close cooperation with the HR team and other coordinators to:

- Keep a clear overview of our volunteer team structure
- Manage applications and support the onboarding and offboarding of volunteers, including setup on essential platforms (Notion, Google Drive, email access)
- Regularly check in with current volunteers as well as with our teams regarding volunteer needs and engagement, liaising to gauge activity and satisfaction
- Help organize and document online onboarding sessions and interviews
- Coordinate with all WiE teams to ensure volunteers are placed where they are most needed and active
- Assist in organizing internal community events, workshops, and information sharing to foster spirit and relationships within WiE
- Carefully handle confidential volunteer data with a focus on trust and privacy
- Take initiative to support the ongoing improvement of our HR processes

The most important qualities for a candidate include:

- Passion for gender equality and inclusion: A strong belief in WiE's mission and supporting a welcoming, empowering space for all volunteers
- Excellent communication skills: Comfortable contacting a wide range of people, being proactive, and clear
- Organized and reliable: Able to follow through with tasks and keep track of details and timelines



The Women in Economics Initiative

- **Commitment to diversity and inclusion:** Dedicated to building a respectful, inclusive environment for all team members and volunteers
- **Integrity:** Able to work confidentially with personal information and present as trustworthy and discreet

We want to build a diverse organisation that welcomes perspectives from all genders, ages, backgrounds, ethnicities, and experiences. If you are excited by our mission and are willing to become a WiE member and engage in the organization on a long-term basis, we look forward to your application!

If you are interested in joining the WiE team as an HR Team Member, please email your CV and a short introduction explaining your interest to hr@women-in-economics.com. Please note: WiE is an entirely volunteer-run initiative and this role is unpaid.

We are looking forward to receiving your application!