



Outreach Team – Local Branches Manager

The Women in Economics Initiative (WiE) is looking for a new team member to manage relationships with our local branches. 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 the Local Branches Manager, you will coordinate, support, and strategically develop WiE's local branch network, including German and international branches, with a commitment of approximately **2 hours per week**. Main responsibilities include:

- Act as the main point of contact between local branches and the central WiE team.
- Support the Local Branches team, by helping to develop long-term internal procedures.
- Manage onboarding, offboarding, and smooth handovers for branch leads and team members.
- Support existing branches through regular check-ins, bimonthly meetings, and ad hoc guidance.
- Help branches develop events and content, such as panels, networking sessions, reading groups, collaborations, blog posts, or social media formats.
- Share best practices, templates, and successful formats across branches.
- Identify opportunities to expand WiE's branch network in Germany and internationally.
- Ensure consistent messaging and alignment with WiE's mission and values.
- Contribute to long-term planning and strategy for WiE's local branches.

We are looking for teammates with:

- Experience and/or interest in economics and gender inequality research
- Experience with managing collaboration between different teams is a plus
- Strong interpersonal skills, especially in the areas of open communication, cooperative teamwork and reliability
- Good organisational and coordination skills
- Native or high-level English abilities (C1+)
- German abilities are a plus

We want to build a diverse organisation 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 a Local Branches manager, 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!