



## Country Ambassador Programme Coordinator

The Women in Economics Initiative (WiE) is seeking a dedicated volunteer to lead the coordination of our Country Ambassador Programme (CAP).

WiE's members are spread across the globe. The Country Ambassador Programme (CAP) aims to create regional hubs for women and non-binary economists in different regions to connect, meet-up and enable a more local dialogue. In the CAP, WiE will organise events focused on local contexts in the local language and discuss more region-specific issues related to economics and gender equality.

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 the Country Ambassador Programme Coordinator, you will be expected to contribute **around 2 hours per week** on the following tasks:

- **Communication and Coordination with Country Ambassadors:** Regularly check in with country ambassadors to understand their progress and any challenges they are facing. Facilitate group discussions and knowledge-sharing sessions between ambassadors to promote collaboration and idea exchange.
- **Programme Promotion and Outreach:** Develop and distribute promotional materials to raise awareness of the programme. Work with Country Ambassadors to tailor outreach strategies suitable for their specific regions. Encourage ambassadors to engage in local networking opportunities to promote the programme and its objectives.
- **Supporting Country Ambassadors:** Offer guidance and resources to ambassadors to help them build local networks effectively. Assist in organising regular training and development opportunities for ambassadors. Ensure ambassadors have the support needed to overcome barriers or challenges in their respective regions.
- **Help Creating a Volunteer Community:** This involves organising internal events on a quarterly basis, such as get-togethers and workshops, to foster a sense of community among country ambassadors. These events are aimed at building relationships, sharing knowledge, and enhancing the overall experience for our Country Ambassadors and WiE volunteers.
- **Engagement in WiE Initiatives:** Encourage and support Country Ambassadors to integrate initiatives into their activities, ensuring alignment with the overall mission of promoting diversity and inclusion. Track and report on the involvement and impact of WiE initiatives within the programme.
- **Managing Applications:** This task entails reviewing applications received for the Country Ambassador Programme, screening candidates based on their fit for the role, assessing applicants' skills, experience, and alignment with the organisation's mission and values.
- **Monitoring and Reporting:** Collect and analyse feedback from Country Ambassadors on the progress and impact of the programme in their regions. Prepare progress reports and maintain a database of activities and achievements for reference and future planning.



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 organisation on a long-term basis.

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 the Country Ambassador Programme Coordinator, we look forward to receiving your email ([hr@women-in-economics.com](mailto: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!