



Content & Newsletter Co-Coordinator

The Women in Economics Initiative (WiE) is seeking a dedicated volunteer to help co-lead the coordination of our Writing & Editing team and take responsibility of helping encourage content creation and support the organization of our bi-monthly newsletter.

Are you interested in economics, journalism, or anything related? Are you a collaborative and social person who likes to have a sense of what is going on? Do you have an interest in connecting with people across the field of economics? Are you motivated to help build a sense of community both within the volunteers at WiE and with its community of members and subscribers? 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 a writing and editing coordinator you will contribute **approximately 2 hours per week** and work in close cooperation with the team and other coordinators to:

- **Communicate and co-coordinate with the 4-6 other members of the Writing & Editing Team:** Co-coordinate and chair a monthly meeting to stay up to date on the activities within your team and have a pulse on the general engagement and activity levels of your team.
- **Communicate and coordinate with the other coordinators across teams:** Join the monthly Board & Coordinator meetings and discuss/support when needed. Also work closely with the Social Media coordinator to help the team's needs.
- **Take shared responsibility of the bi-monthly newsletter:** One of the primary activities of the Writing & Editing Team is our bi-monthly newsletter which is sent to roughly 1400 subscribers and members across the globe. The newsletter is one of our primary activities which benefits our sponsors and so it must be completed in a timely and professional manner.
- **Support and coordinate the content requests of the Social Media team:** this can include helping coordinate which team members can fulfil tasks for social media content and can also include helping steer the direction of what content to create for WiE's social media channels.

The most important qualities for a candidate include:

- **Creativity and drive:** for this role specifically, candidates should feel comfortable and excited to take initiative on their ideas.
- **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.
- **Reliability:** Ability to follow through on work you have agreed to complete.



- **Leadership:** As a coordinator, you need to be ready to lead, support, and encourage team members in their activities.
- 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 Writing & Editing Content Coordinator, we look 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!