



Event Organiser

The Women in Economics Initiative (WiE) is looking for a new team member to help take our events to the next level as a volunteer event organiser. 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.

Our events aim to create an open forum to discuss contemporary issues such as inequality of opportunity and representation, as well as the challenges and experiences of women in economic and other male-dominated professions. We want to provide accessible, interesting and enjoyable networking opportunities for economists with a range of specialties, backgrounds and levels of experience. We hope that our upcoming events will offer new opportunities for women economists and people working at the intersection of gender and economics the opportunity to present fresh ideas, research findings and activities.

Since our launch in July 2019, we have held [three successful in-person events](#) in Berlin and Cologne in cooperation with our partners. We have also held sixteen online events that have been well-received and have encouraged us to expand our team to enable us to deliver more events in new and innovative formats.

As an Event Organiser you contribute **approximately 2 - 6 hours per month** in cooperation with existing WiE members to:

- Plan and coordinate WiE's event schedule
- Manage upcoming events including conceptualisation, outreach, logistics and hosting
- Develop and expand existing event formats such as the WiE Discussion Series, WiE Career Chats and Breaking Through the Glass Ceiling
- Develop new formats such as networking, peer-learning, expert presentations, workshops etc.
- Coordinate the preparation of event material (e.g., flyers, invitations, Eventbrite) in collaboration with WiE's social media team in line with our organisational design
- Coordinate with the content creation and design teams to deliver effective event promotion materials

We are looking for teammates who:

- Are enthusiastic about WiE's mission of encouraging gender equality and diversity in the economics profession,
- Have interest and/or experience in event management
- Are organised, self-reliant, show creative initiative and can independently maintain an overview of upcoming events and tasks
- Have academic or professional experience and/or interest in economics, gender and wage inequality, or other related fields
- Work reliably independently and in a team, with clear communication and openness
- Have good (C1) English skills



- Are willing to become WiE members and engage in the organisation in some way or another 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 an event organiser, we are looking forward to receiving your email (jess@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 also this opportunity is an **unpaid volunteer position**.

We are looking forward to receiving your application!