



## Wordpress / Website Manager – The Women in Economics Initiative

Are you interested in gender, economics and know how or want to learn about to manage a professional website? The Women in Economics Initiative (WiE) is looking for a new team member to join the website team!

This opportunity is well-suited to someone with experience or interest in learning both back-end and front-end website development, including creating WordPress (WP) themes and plugins, and who has an understanding of professional aesthetics.

Being a part of the WiE team gives you access to a network of young professional economists, exclusive workshops and events, as well as the opportunity to help shape and grow an up-and-coming professional network.

As a Wordpress / Website Manager you contribute **approximately 2 hours per week** with the main responsibility being:

- Assisting the website team to manage the website
- Developing an understanding of the WP library and other common practices to produce great WP-based products
- Updating WP plugins, modules, and themes
- Ensuring new features work properly in all environments while overcoming conflicts with popular themes and plugins
- Conceptional and development of a new web presence
- Helping to develop the empirical methodology and creating automated tools for data retrieval.
- Management of the bi-weekly team meeting
- Coordination / creation of the WiE newsletter in coordination with the other departments

The candidate should also be able to work reliably both in teams and individually, and have good English skills.

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 Wordpress / Homepage Manager, we are looking forward to receiving your email ([antonia@women-in-economics.com](mailto:antonia@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!