



10 May 2021

JOB DESCRIPTION

Women Political Leaders (WPL) is the global network of female politicians. Its mission is to increase the number and influence of women political leaders. WPL is an independent, post-partisan, not-for-profit foundation based in Iceland, the world champion of equality between women and men. The Brussels secretariat is very international and regularly works with women Parliamentarians and decision-makers around the world.

Communities Coordinator

Women Political Leaders is looking for an experienced and talented Communities Coordinator. In this position, the candidate will be in charge of community management and project coordination. The Communities Coordinator is responsible for liaising with WPL communities and ensuring that connection with community members is maintained and strengthened.

The ideal candidate is a team-oriented professional who has outstanding interpersonal, organisational and technical skills. The candidate is experienced in nurturing communities and in communicating with high-level stakeholders such as politicians and business executives, agile and creative in providing ideas and executing initiatives that serve to strengthen relationships with WPL community members and able to work independently. In addition, the candidate needs to be well organised, flexible, detail-oriented and multi-lingual.

The Communities Coordinator will be reporting to the Senior Programme & Communities Manager.

For the purposes of clarification, the job entails community activities for the communities of WPL, the Reykjavík Global Forum - Women Leaders, and the #Girl2Leader initiatives. More information can be found at <https://www.womenpoliticalleaders.org/>, <https://reykjavikforum.global>, and <https://girl2leader.org>.

Responsibilities

- Assist and contribute to the formulation and implementation of strategies for community participation

- Providing input to the formulation of advice and follow-up regarding the findings of the proactive monitoring of the institutions at all levels
- Support in identifying community issues, analyzing their implications and providing advice and recommending action to be taken by the organisation.
- Monitor, establish and maintain contacts with representatives of communities, political parties and civil society; maintaining up-to-date knowledge of the community rights situation both regionally and globally, both WPL and Reykjavik Global Forum Community.
- Identify and present opportunities to strengthen the connection and increase the participation within WPL communities: WPL Country Ambassadors, WPL Global Advisory Board, WPL Global Ambassadors, #Girl2Leader Patrons, etc.
- Manage all types of communication with WPL community members.
- Ensure that all project deliverables are achieved and all challenges are overcome for conferences/initiatives.
- Liaise with speakers & stakeholders for different conferences/initiatives.
- Draft invitations & thank you letters for speakers.
- Assist with preparing concept notes & other important documents for conference management.
- Prepare email templates and conduct mass send-outs to Community Members.
- Produce analytical reports.
- Draft, implement and evaluate projects.
- Update relevant WPL-community pages on the official website (Ex. Updating WPL Country Ambassador profiles).
- Manage Facebook group for WPL Country Ambassadors which includes posting regular updates et al.
- All other relevant tasks as they arise.

Qualifications / Skills

- Knowledge of the political environment
- Cultural sensitivity and judgement
- Project management & event management skills.
- Technical skills: Comfortable working in Canva, Salesforce, Microsoft Office, WordPress, Social Media applications, etc.
- Excellent time management skills and ability to multitask.

- Attention to detail and problem-solving skills.
- Strong organisational and planning skills.
- Strong written and verbal communication skills.
- Multilingual: working language is english, other languages a desired plus
- High level of responsibility and ability to grasp new concepts quickly.
- Team-oriented approach.
- Strong interpersonal skills and ability to build collaborative relationships and nurture team spirit.
- Positive, solution-orientated attitude, good group dynamic, and facilitation skills.
- Ability to resolve and quickly find a solution in a critical situation.
- Ability to respond well to directions.

Education and Experience Requirements

- First-level university degree in law, human rights, community rights, political science, international relations, social sciences or related field
- 1-plus years of related experience with community
- Demonstrated experience with an organisation similar to WPL
- Experience working in a high-volume, fast-paced environment

Successful candidates are not WPL employees, they have an independent status.

Candidates should send an email entitled Communities Coordinator Application to recruitment@wpleaders.org with a CV and letter of motivation (each no more than one page of A4). Please indicate your earliest availability to start.

Only shortlisted applicants will be contacted.

Personal data processing

The personal information entered on the application forms is recorded in a computerised file. WPL will only process or use your data to the extent necessary for our recruitment.

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