

Job Title: Outreach, Engagement and Programmes Coordinator for Europe
Status: Full time
Location: Remote (Europe-based)
Reporting to: WEConnect International Executive Director for Europe

ORGANIZATIONAL INFORMATION:

WEConnect International, a corporate-led global non-profit, helps women-owned businesses access and succeed in global value chains. Since 2009, WEConnect International has provided business education, certification, and business connections to companies based outside the United States that are at least 51 percent owned, managed, and controlled by one or more women. WEConnect International corporate members represent over \$1 trillion in annual purchasing power and are true pioneers in inclusive sourcing and global supplier development.

<http://www.WEConnectinternational.org>

JOB SUMMARY

As member of the WEConnect International team in Europe you will be managing the outreach campaign to increase registration and certification numbers; facilitating events and programmes and providing support to women-owned businesses in Europe – specifically businesses based in the UK, Ireland, Switzerland, Germany, and the Netherlands. This position requires an individual who is entrepreneurial in spirit with strong communication skills and an eye for detail; someone who is flexible and who can manage multiple priorities at one time. We are looking for someone who is a natural collaborator and who has robust digital/social media skills and who can be adaptable to the dynamic environment of a mission driven organization.

ESSENTIAL DUTIES

- Increase women-owned business registration numbers in Europe
- Organise and manage all events from one-hour webinars to full day events
- Promote the concept of certification for women-owned businesses in Europe
- Engage and nurture relationships with women-owned businesses
- Respond to all queries
- Pro-actively identify matches between our member buyers and our women-owned businesses for RFP (request for proposal) opportunities
- Establish business network connections
- Promote the WEConnect International brand in Europe via social media channels
- Manage projects and facilitate events and programmes to achieve WEConnect goals in the region
- Address the stakeholders especially women owned businesses concerns and questions

HANDS-ON SKILLS & EXPERIENCE

- Skilled at managing social media campaigns
- Excellent written communication, presentation, and digital skills
- Excellent IT skills – especially the Microsoft Office suite
- Experience in events and communications management
- Ability to travel as needed (when COVID restrictions allow)
- Entrepreneurial experience preferred
- Experience running projects in a member-based organisation

ADDITIONAL QUALITIES

- Detail oriented
- Ability to work independently
- Thrives in a fast-paced environment
- Strong relationship building capability
- Consistent Analytical mindset
- Solutions focused problem solver
- Self-starter who achieves goals independently
- Ability to manage multiple priorities

EDUCATION & TRAINING

- Degree highly preferred
- Fluency in English and German
- Training and experience in tracking the impact and effectiveness of events and marketing campaigns
- Fluency in any of the following languages would be a plus: French, Spanish, Dutch and Italian

APPLICATION REQUIREMENTS

Please send your CV and cover letter in English to jobs@weconnectinternational.org with the subject line: Outreach, Engagement and Programmes Coordinator for Europe – Your Name. Applications with a cover letter will be strongly considered.