

IWI Programmes Team Member

Role Description:

IWI is looking for energetic and enthusiastic volunteers to work with the Programmes Team. The Team works together to deliver an interesting and varied selection of approximately 4-6 events for IWI members each month. The development of the Events Programme starts with idea generation, followed by event design and agreement with a provider, describing the event for generating interest, managing registrations, communication with registrants, ensuring smooth running of the event, and handling of payments.

IWI is a non-profit social organization comprised of members who are international women from over 60 countries living in Istanbul. The organization is entirely led and operated by volunteers who are also members of the organization.

Responsibilities:

- Depending upon the applicant's own areas of interest, and personal skills, there are many different ways in which team members can contribute
- Team members must work together to support each other's competencies and deliver a varied programme of events
- Team members must be able to work relatively independently to deliver their agreed contribution, and must be reliable and able to work to deadlines
- Potential area(s) of responsibility are below, depending upon the applicant:
 - Seeking out providers and opportunities for events
 - Designing and negotiating details of events to maximise value and enjoyment for members
 - Writing enticing descriptions of events to attract registrants
 - Managing the online tool for event registrations, automated emails and payment tracking
 - Attending events to ensure their success and manage payments

Requirements:

- Good organizational skills
- Good communication skills
- Reliability
- IWI membership

Benefits:

- Offer enjoyment, unique experiences and friendship-building for members
- Opportunity to meet interesting event providers and organise events that you yourself enjoy
- Meet with many of the IWI's members
- Be a part of a friendly, dynamic, and collaborative IWI Programmes team!

To apply for this position, please email [**volunteer@iwi-tr.org**](mailto:volunteer@iwi-tr.org)