

## **IWI Local Area Administrator**

### **Role Description:**

IWI is looking for volunteers to organize fun, casual activities for members in their local areas. Local Area Administrators should enjoy meeting new people and planning friendly, welcoming meet ups for members to share information, provide helpful tips, and explore interesting places in Istanbul.

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:**

- Meet and develop relationships with members in local area
- Manage communication of IWI news and information to local area members
- Plan fun, casual activities and meet ups
- Work closely with the Community Coordinator to stay abreast of general IWI news and information

### **Requirements:**

- Proactive fun-loving personality
- Interest in meeting new people and planning activities
- IWI membership

### **Benefits:**

- Flexible schedule
- Ability to work remotely
- Develop relationship and communication skills

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