

IWI Special Events Coordinator

Role Description:

IWI is looking for an energetic and enthusiastic Special Events Coordinator volunteer to manage the production of large-scale events and fundraising activities. The ideal Special Events Coordinator will be highly organized and detail-oriented with experience managing projects. The Special Events Coordinator also sits on the Board of Directors of IWI and will have visibility into the organization's governance.

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:

- Create and plan an annual events calendar for IWI
- Lead a committee to oversee and execute large-scale events including budget and expense management, venue selection, promotion, volunteer recruitment
- Ensure post-event follow ups, appreciation, and documentation
- Develop new and innovative ideas for fundraising events

Requirements:

- Excellent organizational skills
- Strong leadership and communication skills
- Creative thinker
- Detail oriented
- Ability to manage large projects
- IWI membership

Benefits:

- Flexible work schedule
- Ability to work remotely
- Leadership and project management experience
- Build professional experience and networking connections for potential future job opportunities
- Develop insight into non-profit governance
- Be a part of a friendly, dynamic, and collaborative IWI Board team!

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