



International Women in Business Dusseldorf

Content Marketing Manager

We are looking for some new volunteers to help us with our work.

Please apply with a basic CV or with a link to your LinkedIn page and a brief application letter telling us which role interests you and why.

Please send your application to hello@iwibdus.com by 9th January 2022.

We will shortlist, interview and choose volunteers in January and February 2022. Successful applicants will receive training about iwibdus and the tools we use. We estimate that each of these roles will take 5 hours per week.

We aim to be an inclusive organisation so we welcome applications from all women. Our members come from many different countries and backgrounds : it makes us strong and rich with talent. Check out our values and mission at iwibdus.com. We are looking for women who share our wish to support women professionally in Dusseldorf.

We work in English so you need a reasonable level of English to be able to volunteer. This does not mean you need to be a native speaker or perfect. All our volunteers are fully registered paid members of iwibdus (it costs 100 euros). Visit iwibdus.com for more information about what we do and how to become a member.

What will you gain as a volunteer?

It is an opportunity to:

- Work as part of an international team and make new friends
- Use your talents and expertise to help our organisation.
- Update your skills, learn new ones and use your brain!
- Build your confidence, expand your networks and have fun.
- Gain something to add to your CV
- Decide on your next life and career steps
- Maybe find a job, through your new network

Volunteer role:

Content Marketing Manager

This volunteer will plan and create content for our website, social media and our mailing list. She will work in the Communications Team.

You will be able to:

1. Research relevant topics and create engaging content
2. Take on a leadership role for the content marketing strategy working with a Board member
3. Write clear English for an international audience whose first language may not be English. Write in grammatically correct English. Edit and correct text.
4. Pay attention to detail
5. Work respectfully with other international volunteers using virtual online tools and face to face communication
6. Have some IT skills and be happy to learn some more

PR knowledge would be an advantage in this role, but is not essential.

Training will be given to introduce you to the role and to iwibus.

We estimate that you will spend 5 hours a week working in this position.

Timetable

- Final date to receive applications : Sunday 9th January
- We will shortlist week of 10th January and notify candidates of interview time/date
- Interviews: January 19th or 20th.
- General onboarding the first week of February.