



# International Women in Business Dusseldorf

## Membership 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](mailto: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](http://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](http://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:**

### **Membership Manager**

This volunteer will be in charge of the process of signing up new members including collecting membership fees, and facilitating the renewal of memberships each year.

For this role you will:

1. Follow a process, paying attention to detail and keeping accurate digital records
2. Report any problems and seek help when required to make the process run smoothly, including leading any improvements and automation.
3. Report back to the Board on Key Performance Indicators
4. Deal with confidential information with discretion
5. Run the Annual General Meeting on behalf of the Board and ensure the legal processes are followed.
6. Communicate with a reasonable level of spoken and written English
7. Work respectfully with other international volunteers using virtual online tools or sometimes in person.

You will receive training to introduce you to iwibus and to your role. A board member will support you as you learn the role and be your link person.

We estimate you will take 5 hours a week to do this role.

### **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.