

Field Operation Coordinator- Position Available at WFWP USA

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Women's Federation for World Peace, Inc. (WFWP USA) is a not for profit organization headquartered in New York City. WFWP USA unites women leaders in the cause of promoting peace and reconciliation. We are the pioneers in education on Leadership of the Heart. We are empowering women to discover their unique value to create a culture of heart in order to bring lasting peace as one family under God.

WFWP has an immediate need for a Fields Operations Coordinator who is conscientious, hardworking, and dedicated. They must be able to fulfill the necessary duties for the national office to function smoothly and efficiently, especially in terms of relations and communications between the field and the national office.

If you are interested, please email us at info@wfwp.us to find out more and/or to submit your resume to apply.

Reports to: President and Vice President

Location: Flexible

Full-time or Part-time: Part-time position, with the possibility of becoming full-time

Responsibilities:

Communication is essential at every phase of working with the local chapters, candidate will establish a flow of communication with everyone involved, both internally and on the ground

Assisting with program implementation in the field, working closely with the President and Vice President

Assist with providing and facilitating ongoing professional training for leaders and volunteers

Assessing needs of leaders in the field to better provide resources from national office

Assist with onboarding for new WFWP leaders in the field

Monitor ongoing activities in the field

Recommend any program or operational changes which will enhance local programs

Assist in creating goals and monitoring progress toward goals

Qualifications:

One or more years of experience in outreach and motivating others

Interest in WFWP's vision, mission, and work and ability to represent WFWP in a professional manner

Willing to travel if needed

Proficient in the following programs: Microsoft Office (Word, Excel, and PowerPoint); Adobe Acrobat; Google (Gmail, Google Calendar, Google Docs, Google Sheets, Google Search)

Basic knowledge in Adobe Illustrator, Adobe Photoshop, and Adobe InDesign is a plus but not required, knowledge of Canva also a plus

Fluency in written and spoken English and experience editing or writing

Desired Skills:

Strong ability to take initiative and highly self-motivated

Quality focused with good communication and management skills

Excellent interpersonal communication skills

Planning, organizing, managing multiple projects at the same time

Attention to detail, accuracy, and excellent time management

Flexibility, adaptability, critical thinking and professionalism

Must be able to work in a team setting