

## Job opportunity Field Operations Coordinator Women's Federation for World Peace, Inc. (WFWP USA)

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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](mailto:info@wfwp.us) to find out more and/or to submit your resume to apply.

**Job Title:** Field Operations Coordinator

**Job Location:** Flexible

**Job Type:** Part Time

**Job Description:**

**Reports to:** President and Vice President

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 the 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

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