

## Project Manager for Women's Federation for World Peace, International

Christina Lange

August 6, 2018

The Women's Federation for World Peace International (WFWPI) UN Office in New York is hiring a Project Manager for the 4th Annual Horizon Summit. This intergenerational weekend program will be held in New York City on March 16 and 17, 2019. This program will follow a week-long series of events sponsored by WFWPI International in conjunction with the 63rd Session of the United Nations Commission on the Status of Women (CSW63).

WFWPI is looking for someone to work in consensus with a broader team to develop all aspects of the two-day Horizon Summit, including programming, logistics, and on-site needs. The Project Manager will report to the Director and the Administrator of the WFWPI UN Office in New York, as well as collaborate with the core staff, UN representatives, interns, and volunteers. The majority of the work can be done remotely but will require occasional in-person meetings in Bridgeport, CT and site visits in New York City.

The Project Manager will be required to maintain a record of the number of hours worked and report them to the Administrator on a bi-weekly basis. The hours are generally flexible and can be completed at any time of day. However, the Project Manager should anticipate completing most of the work during normal business hours to ensure efficient and timely communication with all involved parties (other staff, UN contacts, suppliers, and more).

**Job Title: Project Manager**

**Job Location: Remotely**

**Job Type: Part Time**

**Job Description:**

Organization:	Women's Federation for World Peace, International	Industry:	Non-Profit Organization
Hourly Pay:	\$15	Reports to:	Director and Administrator
Employee Type:	Part - Time, Temporary	Manages others :	Yes
Time Commitment:	Up to 20 Hours per week from mid - September to mid-December 2018	Req'd Travel:	Yes
	Up to 30 hours per week January to March 2019		
	Full Time in New York City during WFWPI's events March 9 -17, 2019		

### MANAGEMENT RESPONSIBILITIES

Manage an organizing team of volunteers (who will be responsible for recommending the theme, program schedule, and speakers) in the six months leading up to the Horizon Summit

Manage promotional materials (timeline of printing and distribution)

Manage outreach to non-WFWP participants

Manage interns and volunteers on site

#### MAIN TASKS

Research and communicate with venues and caterers

Maintain registration lists and budget with assistance from the Administrator and the Financial Administrator

Outreach to potential speakers and assist with speaker needs (content, bios, A/V, follow-up)

Communicate with co-sponsor organization (WFWP USA)

Submit reports following completion of the Horizon Summit

#### DEVELOPMENT PLAN FOR 2019

Invite a greater number of UN speakers

Consider interactive options for program: mentoring fair/breakouts/tours

Expand outreach to WFWP partners and university students in the greater New York area

#### DESIRED SKILLS

Proficiency in Microsoft Office and Google Suite

Strong written and verbal communication skills

Ability to work independently while still collaborating with core staff

Prior event planning experience preferred but not required

All interested applicants should submit their resume to Christina Lange at [c.lange@wfwp.org](mailto:c.lange@wfwp.org) by Monday, August 13, 2018.