

# WILPF CONGRESS COORDINATOR JOB DESCRIPTION

## *Revised for a Virtual Congress*

### Overview

WILPF Congresses are organized by a large number of volunteers; among the benefits of this are that many members have an opportunity to exercise leadership, develop new skills, and participate in the making of a successful Congress. **The coordinator provides oversight to ensure that these volunteers are in communication with each other and that all tasks are completed.**

#### *Requirements:*

- familiarity and comfort with virtual meeting technology
- ability to organize/prioritize personal time
- strong written and oral communication skills
- ability to organize others
- self-motivating
- good delegation skills
- computer literacy
- experience in planning events
- member of WILPF

*Time Commitment:* 12 months, beginning almost one year before the Congress and finishing at most two months after the Congress (sooner if final reports are completed more quickly). Workload will vary from month to month, with time increasing beginning approximately four months before the Congress.

*Supervision/Accountability:* The position is accountable to the board through the position supervisor. The Coordinator is supervised by the designated supervisor, with whom she will negotiate a mutually agreeable communication schedule. The Coordinator is evaluated by a person or body TBD, who will solicit evaluation input from Congress Program Committee and others closely involved with the Congress planning and execution.

### Tasks

- 1) Because this is a virtual Congress, the primary areas of work – aside from ongoing organizational work, business/financial management, and communications – are **publicity, registration, technology logistics, and program details**. Because the Congress Program Committee (hereafter called the ConPro Committee) is focusing on the program elements, the work of the Congress Coordinator will focus on the following:
  - ongoing general organizational work,
  - business/financial management,
  - communications,
  - publicity,
  - registration, and
  - virtual meeting technology logistics.
- 2) In coordination with the supervisor and ConPro Committee members, develop and update the timeline for all work, using the Congress handbook and other available resources for guidance.

- 3) Participate in the meetings of the ConPro Committee approximately every two weeks.
- 4) Communicate regularly via status reports to the supervisor, who forwards the reports on to the to the ConPro Committee, as appropriate. Also communicates with Interns, Regional Representatives, and other liaisons.
- 5) Review contracts for completeness and accuracy; ensure that contracts are appropriately signed (usually by the President) and that all parties have fulfilled their obligations. (Note: This virtual Congress is expected to entail only a few contracts.)
- 6) Ensure that all volunteers and relevant committees, primarily, but not limited to, the ConPro Committee, the supervisor, the interns, and the region/branch point people are in communication with each other, as needed.
- 7) Work with appropriate national staff to manage cash flow, bank account, and payment of invoices.
- 8) Develop a budget for the Congress in conjunction with the ConPro Committee, the President, and the Board Treasurer.
- 9) Establish and maintain a good working relationship with the main WILPF technical/IT person(s) – both staff and/or volunteers working with the virtual meeting platform on which contact(s) of the facility where the Congress will be held,
- 10) As the person most aware of Congress planning details, facilitate Congress planning and implementation by identifying problem areas and needs and suggesting solutions and back-up plans.
- 11) Encourage branches to enhance/focus on their vision of themselves – including whatever event(s) they may be organizing. Also support the effort for branches to record/video their local speakers for Congress elements. (The intern(s) can be supportive in this initiative.) That energizing for the branches' work will help people buy into and promote the Congress.
- 12) Take responsibility for making sure all necessary work is completed in a timely fashion, based on the timeline (developed under item 1).
- 13) Ensure that all Congress-related committees complete final reports within two months after the Congress. The Congress evaluation is partly based on the evaluations from those attending the Congress and partly from those reports.
- 14) Review the Congress handbook and provide to the ConPro Committee suggested updates – including criteria for virtual Congresses in the future and other edits – and a check-list or timeline for planning such a future Congress.

### **Compensation**

The Coordinator will be paid a flat fee of \$10,000, paid in monthly installments reflecting the anticipated workload (i.e., higher amounts in the months closer to the event), to be negotiated by the Coordinator and the supervisor. The Coordinator is required to keep careful records of the number of hours worked and type of work completed, for future reference.

### **How to Apply**

Submit a resume and cover letter to [President@WILPFUS.org](mailto:President@WILPFUS.org). In the cover letter, briefly describe length and general activities of your WILPF membership. Also relate your resume elements to the job requirements. An application will be required of applicants who pass the initial screening.