

VP COMMUNICATION

The specific activities outlined below are in addition to assuming the duties and responsibilities of all Board Members in accordance with the law, good governance and management practices.

The VP Communication is responsible for the visibility of PWN Paris to its current and potential members, partners, and more generally for its influence on gender-balanced leadership in business and society.

Duties and responsibilities include:

- Propose and implement yearly a communication plans, using input from brainstorming with its team of volunteers, activities of other Board members, soliciting and filtering suggestions from member surveys, etc.
- Co-organize with the dedicated projec's teams press conferences and press packs for programs and events including the The ONE awards, the Congress and for relevant topics of other PWN Paris Board subcommittees.
- Prepare and edit biweekly online Newsletter.
- Manage internal / external communications (Press Relations, standard PowerPoint presentations...).
- Manage social media strategy, training and supporting content editors (VP, Leaders, etc) with the support of an external freelance.
- Manage and update website content . Recommend and produce print material (brochures, leaflets, etc.).
- Evaluate effectiveness of campaigns as much as possible.
- Recruit and manage a team of volunteers to join the Communications Subcommittee.
- Participate in as many PWN Paris events as possible to ensure its communication.

Skills required:

- Experience in, and a passion for communications.
- Social media knowledge, and an appetite to stay up to date on these skills
- Strong communicator with presentation and writing skills
- Excellent interpersonal skills, with a sense of diplomacy and collaborative leadership
- Team and project management experience
- Strong networking skills
- A track record of collaboration, openness, and sharing of knowledge as well as effective delegation; experience of managing external suppliers, pro-active.
- Fluency in written and spoken English and French.

Time Commitment: an average half a day per week, plus attendance at Board meetings and selected events, with sometimes more intense communication requests, notably around biggest events of the year, such as the Annual Congress or the ONE Awards.