Maximise your professional potential and volunteer as VP Tech & Digital at PWN Dublin

Gender balance and gender balanced leadership has become an increasingly important topic. Within PWN Dublin, it is at the forefront of driving towards that mission. You can be part of it!

As part of PWN Global, PWN Dublin is an international, cross-industry professional development & networking organisation, focused on maximising professional potential and advancing gender balanced leadership in business and society. We provide knowledge, best practices and tools via content sharing, networking, learning, events, webinars and mentoring programs focused on helping our community to develop their careers, grow their connections and expand their skillset.

The management committee consists of 8 volunteers who drive events, mentoring programs and are responsible for member engagement. The board is currently looking for a new 9th member:

VP Tech & Digital

We are looking for someone who loves to be a pioneer and knows how to drive things. You will be the first person in this role at PWN Dublin. As a voluntary organisation, we need to be cost efficient, so we are looking for someone who knows how to maximize UX and leverage systems as cost efficiently as possible. Your tasks will consist of but not be limited to the following:

- First and foremost a member of the management committee of PWN Dublin
- Prepare for and attend monthly management committee call (currently done remotely – but usually every second meeting is in person)
- Attend networking events and webinars
- Own all things tech and digital within the network (email, platform/website, file storage, PM tools etc.)
- Collaborate closely with Global VP of IT and PWN Dublin VP Membership for alignment and collaboration on existing and **new member platform** & website
  - Project currently underway to re-develop PWN Global and city network website (front and back end).
    - Assist in final scoping with preferred vendor
    - Attend workshops on functional areas of website
    - Beta testing
    - Embracing final product and championing it within the network
    - Supporting other committee members on enduring platform use
    - Ensuring content is up to date
- Implement new fileshare System (currently we use Dropbox – need to investigate MS Teams etc. as an alternative)
- Implement smart ways in line with GDPR for Data Storage
- Implementing Project Management Tools where required
- Assist Marketing in Data Analytics and the right tools
- Consideration and streamlining of tools
  - Mentoring
  - Trello
  - Webinars
  - Virtual Meetings
  - Podcasts

- o Live Streaming of in-person events when they resume
- Build tech and digital working group of volunteers if desired

Expectations

- Technical background, knowledge of variety of platforms and systems
- Collaborate with all other committee members and secure consistent communications
- Protect the PWN Dublin brand

You will collaborate with

- VP Corporate Partners
- VP Membership
- VP comms
- VP Events
- Global VP IT and City Network VPs of IT, Tech and Digital
- Cross-functional website development group
- External parties
- Working group (if you chose to set one up)
- Outsourced Admin support

In terms of work load it is probably 4-5 hours a week. But if you are on a mission and love what you do it might be a little more. A term is 2 years for a full board position. It is on voluntary basis, but reasonable expenses are reimbursed where incurred and vouched.