

## Project Logistics Coordinator | JC202203



**15 March 2022** - At WomHub, we build incubators, accelerators and venture builders to support and develop female entrepreneurs in STEM. If you're interested in building a career in this space and working with cool entrepreneurs growing interesting businesses on the African continent, come and work for us.

**Role:** Project Logistics Coordinator

We are looking for a Project Logistics Coordinator to undertake a variety of event and project coordination tasks. The ideal candidate will assist in executing programmes and activities as well as carry out important operational duties.

Responsibilities include:

- Coordinate event planning and logistics for WomHub allocated project activities which take place around the world.
- Manage vendors and stakeholders
- Work with Programme Manager to execute on key project activities
- Develop strong relationships with Programme participants
- Contribute to communication content for media relations and social media.
- Keep updated records and create reports on event planning risks, issues & progress
- Database management and basic data representation of project activities
- Support the project team in their daily activities
- Provide administrative support

**How We Work:** Everything we do is deliberate around the culture and values we aim to build. We are a team of go-getters with an online community of over 21 000 followers and more than 75 000 beneficiaries. We remain flexible while delivering on what is expected, often in tight timelines. We are open to new ideas and innovation while delivering excellence, consistently. We love energy and unique human beings that are responsible, accountable and take pride in what they deliver.

This is not your 9 to 5 or Monday to Friday. Imagine having the freedom to work from anywhere with WIFI while pioneering the future of work. Working with us can range from 10 – 40 hours a week with a market-related salary. With your knack for communicating simply and consistently and bringing your relevant skills to one of our required spaces, we can make magic happen as a team.

No one day will be the same. You will be championed for your successes and appreciated for your failures as a lesson learnt. The role will include a variety of different skills you will learn along with some exciting projects that will help make you want to get out of bed every morning to help us help girls and women across the world.

**How to Apply:** Know someone or does this sound like you? Send us a 90 second video on why you should join the team. Submit application at <https://bit.ly/WHCareer>

To find out more about WomHub, visit <https://www.womhub.com/careers>

NB:

- Applications close on: 30 April. Shortlisted applicants will be communicated with via email within 4 – 6 weeks.
- If you have any queries, you can email [careers@womens.org](mailto:careers@womens.org)