

IWI Advertising Coordinator

Role Description:

IWI is looking for an Advertising Coordinator volunteer to oversee the administration of advertising sales and fulfillment. The ideal Advertising Coordinator will be an excellent communicator, very organized, and possess good computer skills. The Advertising Coordinator also sits on the Board of Directors of IWI and will have visibility into the organization's governance.

IWI is a non-profit social organization comprised of members who are international women from over 60 countries living in Istanbul. The organization is entirely led and operated by volunteers who are also members of the organization.

Responsibilities:

- Manage communication of advertising options for IWI channels including Lale magazine, the newsletter, and digital media
- Develop strong relationships with current and new advertisers
- Maintain up-to-date advertiser information and documentation
- Make certain that payments are received from advertisers
- Ensure ad space is fulfilled in alignment with advertising agreements
- Work closely with the Sponsorships Coordinator to ensure consistency and alignment between advertising and sponsorship options

Requirements:

- Strong organizational skills
- Excellent written and verbal communication skills
- Good computer skills
- IWI membership

Benefits:

- Flexible work schedule
- Ability to work remotely
- Develop relationship and communication skills
- Build professional experience and networking connections for potential future job opportunities
- Develop insight into non-profit governance
- Be a part of a friendly, dynamic, and collaborative IWI Board team!

To apply for this position, please email [**volunteer@iwi-tr.org**](mailto:volunteer@iwi-tr.org)