



PWI BRUSSELS PROGRAMME DIRECTORS

ENTREPRENEURSHIP PROGRAMME DIRECTOR Role Description

ENTREPRENEURSHIP (E) is one of the critical programmes of the PWI Brussels / PWN Global network and a key component of our value proposition. The E Director is responsible for the end to end E Program within our city network. She is responsible for the structure, content, execution, continuous improvement and administration of all E activities, in line with the strategy and the focus areas as defined by the PWI board for the year.

Responsibilities

- Manages the end to end Program to ensure quality and customer satisfaction. Defines the E agenda for the full year in line with the strategic objectives and in close collaboration with other programs.
- Actively collaborates with other Ex Com and board members, as well as with PWN Global on program related initiatives, providing input and feedback
- Recruits an engaged volunteer committee to assist with above activities and manages annual program budget.
- Defines and manages the performance indicators of the E Program, including evaluation of feedback through surveys, provides ongoing reports and stats relating to the program.
- Positions E as a pool for recruiting new members and is responsible of achieving the set conversion rate from potentials into new members
- Strong engagement with members at all steps of the activities

Time Commitment: *Approx. 4 hours per week (variable and dependent on activities)*

Background and Experience

- A minimum of 10 years of progressively relevant experience in various environments, preferably in an international environment.
 - An excellent communicator with leadership experience
 - Demonstrated experience in projects and entrepreneurial environment, with strong attention to detail
 - Strong networking skills
 - Dedicated and energetic with a sense of diplomacy
 - Committed team member with ability to work autonomously
 - Working across cultures and fluency in English is essential
- Familiar with leveraging online tools and an ability to be trained on web platforms, including Survey Monkey, Go to Meeting and the current web platforms



MENTORING Programme Director Role Description

Professional Mentoring is a critical differentiator for PWI Brussels, as well as a key programme for the PWN Global Network. The Mentoring Director is responsible for the end to end Mentoring Programme within our city network. She is responsible for the structure, matching process, content, execution, continuous improvement and administration of all mentoring activities, in line with the strategy and the focus areas as defined by the PWI board for the year.

Responsibilities

- Manages the end to end Programme to ensure quality and customer satisfaction. Defines the mentoring agenda for the full year in line with the strategic objectives and in close collaboration with other programs.
- Actively collaborates with other Ex Com and board members, as well as with PWN Global on mentoring initiatives, providing input and feedback
- Recruits an engaged volunteer committee to assist with above activities and manages the annual budget for mentoring.
- Defines and manages the performance indicators of the mentoring Program, including evaluation of feedback through surveys, provides ongoing reports and stats relating to the mentoring program.
- Manages the execution of the mentoring process, including mentor / mentee matching and works closely with other City Networks to implement global mentoring initiatives.
- Maintains an active database of potential mentors, including data about strengths and specialties
- Strong engagement with members before, during and after the activities

Time Commitment: Approx. 4 hours per week (variable and dependent on mentoring intake schedule and creation of a support team)

Background and Experience

- A minimum of 10 years of progressively relevant experience in various environments, preferably in an international environment.
- An excellent communicator with demonstrated leadership experience
- Demonstrated experience in executions of projects from beginning to end, with strong attention to detail
- Strong networking skills
- Dedicated and energetic with a sense of diplomacy
- Committed team member with ability to work autonomously
- Working across cultures and fluency in written and spoken English is essential,
- Preferably a recognized coach and / or mentor professionally or within a corporate environment
- Familiar with leveraging online tools and an ability to be trained on web platforms, including Survey Monkey, Go to Meeting and the current PWI and PWN web platforms (training will be provided)



STEAM Programme Director Role Description

STEAM is one of the critical programmes of the PWI Brussels network and a key component of our value proposition. The STEAM Director is responsible for the end to end STEAM Programme within our city network. She is responsible for the structure, content, execution, continuous improvement and administration of all STEAM activities, in line with the strategy and the focus areas as defined by the PWI board for the year.

Responsibilities

- Manages the end to end Programme to ensure quality and customer satisfaction. Defines the STEAM agenda for the full year in line with the strategic objectives and in close collaboration with other programs.
- Actively collaborates with other Ex Com and board members, providing input and feedback
- Recruits / manages an engaged volunteer committee to assist with above activities and manages the annual budget for STEAM.
- Defines and manages the performance indicators of the STEAM Programme, including evaluation of feedback through surveys, provides ongoing reports and stats relating to the programme.
- Strong engagement with members before, during and after the activities

Time Commitment: *Approx. 4 hours per week (variable and dependent on activities)*

Background and Experience

- A minimum of 10 years of progressively relevant experience in various environments, preferably in an international environment.
- An excellent communicator with leadership experience
- Demonstrated experience in projects and STEAM environment, with strong attention to detail

- Strong networking skills
- Dedicated and energetic with a sense of diplomacy
- Committed team member with ability to work autonomously
- Working across cultures and fluency in English is essential
- Familiar with leveraging online tools and an ability to be trained on web platforms, including Survey Monkey, Go to Meeting and the current web platforms



YOURPATH Programme Director Role Description

Your Path (YP) is one of the critical programmes of PWI Brussels network and a key component of our value proposition. The YP Director is responsible for the end to end YP Programme within our city network. She is responsible for the structure, content, execution, continuous improvement and administration of all YP activities, in line with the strategy and the focus areas as defined by the PWI board for the year.

Responsibilities

- Manages the end to end Programme to ensure quality and customer satisfaction. Defines the YP agenda for the full year in line with the strategic objectives and in close collaboration with other programs.
- Actively collaborates with other Ex Com and board members, as well as with PWN Global on career development initiatives, providing input and feedback
- Recruits an engaged volunteer committee to assist with above activities and manages annual program budget.
- Defines and manages the performance indicators of the YP Program, including evaluation of feedback, provides ongoing reports and stats relating to the program.
- Positions YP as a pool for recruiting new members and is responsible of achieving the set conversion rate from potentials into new members
- Strong engagement with members at all stage of activities

Time Commitment: *Approx. 4 hours per week (variable and dependent on activities)*

Background and Experience

- A minimum of 10 years of progressively relevant experience in various environments, preferably in an international environment.
- An excellent communicator with leadership experience
- Demonstrated experience in end to end projects, with strong attention to detail
- Strong networking skills
- Dedicated and energetic with a sense of diplomacy
- Committed team member with ability to work autonomously
- Working across cultures and fluency in English is essential
- Preferably a recognized coach and / or mentor professionally or within a corporate environment
- Familiar with leveraging online tools and an ability to be trained on web platforms, including Survey Monkey, Go to Meeting and the current PWI and PWN web platforms (training will be provided)