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## **Contact Person and Networking Coordinator**

This is an opportunity to build or to put in use your leadership skills.

Expand your network and connections by helping other women.

ISKA needs contacts and networking coordinators in various locations all over Korea.

### **Key responsibilities:**

- Receive phone calls and inquiries from prospective ISKA members and partners;
- Log inquirers' names, address, phone numbers, e-mails, websites, and other contact points;
- Provide inquirers with a brief information about ISKA and membership within your region or area, if needed;
- Log and maintain a database of members and ensure an updated and secured mailing list;
- Act as a contact point of members, communities, organizations, and media;
- If necessary, plan, organize, or coordinate events from initial to final stages which involve placing an ad in coordination with ISKA, hosting the event, and to provide a feedback from the event;
- Identify opportunities for partnerships with relevant organizations and individuals, if needed.

### **Qualifications:**

- Committed to help other women
- Good communication, negotiation, and liaison skills
- Good PC and Internet skills including MS Office especially Excel and Word
- Efficient user of e-mail systems and social networking tools
- Highly motivated
- Independent and self-starter
- Outgoing personality

If interested, please contact ISKA Online.: [contact.iska@gmail.com](mailto:contact.iska@gmail.com)