



The Work and Family Researchers Network (WFRN) is currently seeking an experienced professional for the position of Executive Officer.

Position Overview

The WFRN is a non-profit (501-c-3) membership organization. We are an interdisciplinary and international community of work and family researchers that also welcomes the participation of policy makers and practitioners. The mission of WFRN is to promote knowledge and understanding of work and family issues among the community of global stakeholders.

As a fairly new organization, we are in search of an Executive Officer who can help create an exciting, relevant, and sustainable plan for WFRN moving forward. In addition to overseeing the day-to-day operations of the association, the Executive Officer will need to represent work and family scholarship and cultivate enthusiasm for the association and its work.

The Executive Officer works collaboratively with the elected WFRN Executive Committee (which functions as the board of the association). The position is designed as a supplement to a faculty position (e.g., providing summer salary or a stipend) or may be administered as an independent contract.

Principal Duties and Responsibilities

The Executive Officer will:

- Promote work and family research through collaboration and communication with WFRN members and other stakeholders
- Lead networking strategies with the goal of fostering a sense of community and increasing members' and potential members' engagement
- Collaborate with the WFRN Executive Committee to develop a strategic vision for the association and related plans
- Plan WFRN's biennial conferences (working with elected officers, the program committee, and staff or student assistants), which are based in the U.S.
- Oversee a communications strategy that includes an active social media presence
- Organize biannual or quarterly meetings of the WFRN Executive Committee
- Develop a budget and prepare financial reports in collaboration with the relevant elected officers
- Establish a new office for WFRN and supervise a part-time administrative assistant or similar staff to support communications and conference planning
- Take on other tasks as designated by the WFRN Executive Committee

Qualifications and Skills

Required

- Familiarity with the community of work and family scholars
- The ability to work well with the WFRN Executive Committee, WFRN members across the globe, and other partners
- Strong organizational and management skills
- Demonstrated written and oral communications skills
- Familiarity with academic conference planning

Preferred

- Ph.D. in a social science or related field
- Previous involvement in and service to WFRN or evidence of a favorable reputation among work and family scholars
- Previous leadership positions in which the candidate did substantial networking across fields and/or countries
- Experience translating research for non-academic audiences such as practitioners within organizations, policy-makers, and the press
- Experience with successful fundraising and/or grant applications
- Willingness to serve through at least two biennial conference cycles (assuming the continued support of the WFRN Executive Committee)

Interested individuals are encouraged to email a cover letter, CV or resume, names and contact information for three references, and a short vision statement (<1000 words) that provides a sense of the candidate's goals and plans. Please send questions and applications to: WFRNSearchCommittee@gmail.com. Review of applications will begin immediately and continue until the position is filled.