



WYA Europe Director of Operations

Job Description

Position Overview:

The WYAE Director of Operations (DO) will assist the Regional Director in setting and implementing the regional strategic plan. This role involves managing programs and projects, managing financial and budgetary activities, and overseeing the regional facilities. Additionally, the WYAE DO will support staff development and undertake any necessary administrative tasks to further WYA's programs and mission.

Responsibilities:

- Collaborate with the RD and President to define and implement regional strategic goals, priorities and initiatives.
- Lead the planning, coordination, and execution of regional events and projects, including conferences, and member engagement initiatives.
- Lead the development, implementation, and monitoring of regional programs.
- Collaborate with the team to promote and raise awareness about WYA events and programs.
- Identify regional opportunities for growth and expansion.
- Review and provide oversight to all regional accounting and finances.
- Support administrative operations, including staffing needs, resource allocation, and operational processes.

Requirements:

The ideal candidate for the position should hold an undergraduate degree, demonstrate exemplary organizational, project management and leadership capabilities, and have an eye for detail. Excellent communication, and interpersonal abilities are essential, enabling collaboration with diverse teams in a regional context. The candidate must be willing to work in Brussels, and have the flexibility and commitment to travel regionally as required.

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