



Convening Coordinator

TOGETHER Bay Area seeks a Convening Coordinator with skills and experience in event planning and project management to join our team. The Convening Coordinator coordinates a range of different kinds of meetings and events – online, in person, small, large – that are productive, positive, and valuable to our members and partners. They are very organized, love learning curves, and enjoy connecting with people. They are resourceful with a can-do attitude. This is an opportunity to:

- Contribute to the transformational changes we need in the 21st century as we mitigate and adapt the Bay Area landscape and its residents to the climate and biodiversity crises with an equity lens.
- Contribute to TOGETHER Bay Area's programs and participate on a team guided by the values of trust, equity, belonging, joy, learning, and hope.
- Learn a lot about coalitions, systems change, and a range of topics including climate resilient lands, environmental justice, land stewardship, policy and funding, and more.
- Work closely with a team of collegial professionals who are passionate about the work they do and having fun while doing it.

The Convening Coordinator plays a critical role in working towards the organization's [2024 Strategic Direction](#). The Convening Coordinator reports to the Executive Director and works closely with staff and contractors as a highly collaborative team.

ORGANIZATION BACKGROUND

TOGETHER Bay Area is a regional coalition of nonprofits, local Native American tribes and organizations, public agencies, and businesses working for climate resilient lands – including lands that are natural, working, rural, and urban – and social equity.

Founded in 1990 as the Bay Area Open Space Council, the organization went through a significant rebuilding in 2018–2019, which resulted in a new organizational, strategic, and business plan. The organization was renamed and relaunched in January 2020 and has grown significantly since then. Today, TOGETHER Bay Area is considered an influential voice for nature-based and equity-centered solutions to the climate crisis, with over 70 member organizations and growing. Our priorities and objectives are described in our [2024-2028 Strategic Direction](#).



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OUTCOMES AND RESPONSIBILITIES

Outcomes

The Convening Coordinator is successful when these outcomes are achieved:

- Meetings and events are productive, welcoming, joyful, and well attended.
- Members have varied opportunities to connect with other members in order to increase regional coordination.
- Members have access to and are encouraged to use materials (e.g., toolkits, talking points) that enable them to advance the coalition's priorities and achieve collective impact.
- Members perceive that the TOGETHER programs are valuable to them and their organization.*
- Members trust the TOGETHER team to carry out the mission of the organization and serve the full membership.*
- The TOGETHER team of staff and contractors is [positive and productive](#).*

*shared outcomes with all team members

Responsibilities

Relationship building

- Cultivate relationships with current and prospective members, partners, and key stakeholders. Navigate a diversity of perspectives and lived experiences with curiosity and grace.
- Promote TOGETHER's principles and values within the membership and with partners through written and verbal communication.

Event planning and coordination

- Coordinate events from start to end. Includes agenda design, logistics like Zoom and space rental, attendee registration, speaker preparation, day-of hosting, and follow up with next steps. Examples include:
 - New member orientations
 - Field trips co-hosted with member organizations
 - Lobby days in Sacramento
 - Right Relations workshops
 - Conservation Lands Network listening and working sessions
 - Webinars that advance program goals
 - Working group meetings



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- Coordinate the logistics for meetings. Includes calendar invites, space rental, catering, AV and equipment, Zoom links, and clear, easy to follow emails with attendees. Also includes participating in the development of agendas and materials with other staff members. Examples of meetings are: board meetings, committee meetings, webinars, working groups, and field trips. Note that TOGETHER staff manage their own calendars.
- Participate on the spring conference planning team in the design and implementation of our 400-person, multi-day event. Collaborate with staff and contractors who will share strategic guidance, play a role in implementation, and bring a lot of joy.
- Coordinate small, topic-focused meetings with members with shared interests. Identify goals, set the agenda, convene the meeting, and follow up with materials and next steps. Examples include JEDI committee leaders at our member organizations meeting about their committee's challenges and successes, trail planners meeting about trail signage, and communications leaders meeting about a regional social media campaign.
- Coordinate the online Together Tuesdays event series in support of the fall membership campaign. Recruit members to present and coordinate all logistics. Coordinate with the membership campaign.
- Coordinate logistical and operational details supporting the timely implementation and progression of TOGETHER Bay Area projects and programs.

Project management

- Gather, aggregate, and summarize input from members to inform TOGETHER's programs and projects. Identify ways we can more effectively serve our members based on member feedback.
- Collaborate with members in coordination with our policy consultant to achieve our policy priorities through meetings with legislators, legislative testimony, letters, media outreach, and/or social media campaigns.
- Coordinate short-term projects that collect information from our members, e.g., [30x30 Projects Map](#). Partner with the internal team to identify goals, develop a project plan, implement the plan, adapt and adjust as necessary, create the final deliverable, and promote it to the targeted audiences.
- Maintain lists of program participants and member organizations in MailChimp, Google Groups, Google Calendar, and other platforms.
- Organize shared files using a combination of Dropbox and Google drives. Uses existing TOGETHER systems or develops new systems to organize projects and files, keep records, maintain shared photo libraries and shared presentation libraries, etc.



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Other

- Participate as a core member of the TOGETHER team of staff and contractors, serving as a conduit for information sharing and collaboration.
- Provide support on TOGETHER projects and to teammates as needed.

QUALIFICATIONS

Experience

- At least 3–5 years of working in a nonprofit organization.
- Experience in event planning, communications, project management, and/or related functions.
- Experience in some kind of service role.
- Experience in coalition building, community organizing, and/or strategic advocacy is a bonus.

Competencies

- Ability to develop trust and relationships with people with diverse perspectives, political views, and identities.
- Event and meeting design and planning from beginning to end.
- Efficient, proactive, resourceful, detail-oriented and well-organized.
- A people person who is service oriented with a 'can do' attitude.
- Willingness to learn, experiment, and get out of your comfort zone.
- Strong communications skills, including written and verbal, and ability to write engaging content.
- Calm under tight deadlines; adapts quickly to plans that might change.
- A team player who wants to contribute to a positive and productive team.
- Knowledge of Google Suite, Zoom, and Dropbox.

ADDITIONAL INFORMATION

TOGETHER Bay Area is an Equal Opportunity Employer.

TOGETHER Bay Area is guided by our principles, values, and [Framework for Justice, Equity, and Belonging](#). Recruiting and retaining a diverse team of staff and contractors is a high priority at TOGETHER Bay Area. TOGETHER Bay Area does not discriminate on the basis of race,



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color, religion, national origin, sex, sexual orientation, gender identity or expression, age, genetic information, disability unrelated to job or admission requirements, or veteran status.

Location

The TOGETHER Bay Area team works remotely within Northern California, and ideally within reasonable driving range of the Bay Area. The Convening Coordinator should be prepared to meet in person with TOGETHER colleagues at events, meetings, or outings 3-4 times a month on average. We hold all-team overnight retreats in person twice a year. We do not have an office, but we have a budget for co-working space rental for staff members if desired. We maintain a mailbox in Berkeley.

Disclaimer

The above job description is not intended to be an all-inclusive list of duties and responsibilities of the position. The Convening Coordinator may be assigned additional duties in support of the team.

COMPENSATION AND BENEFITS

The annual salary range for this position is \$75,000-85,000 depending on experience. This is a full-time, salaried position. We offer a flexible and family-friendly work environment including 14 paid holidays, no-meetings Fridays, and paid holiday closure of the office for one week in July and two weeks in December. We are fostering a productive and positive team culture. Generous vacation benefits after a 90-day introductory period. Financial support provided for individual professional development activities. Monthly stipend is provided for Internet and cell phone expenses. Health and dental benefits are offered. Successful candidates also have the opportunity to join an employer-sponsored retirement plan.

TO APPLY

Submit your application including a cover letter and resume via email to HR@togetherbayarea.org. In your cover letter please describe how this position at this organization helps achieve your career goals. Include "Convening Coordinator application - Your Name" in the subject line. The priority deadline for applications is February 29, 2024. The position is open until filled.