TOGETHER BAY AREA

Convening Coordinator

TOGETHER Bay Area seeks a Convening Coordinator who is an intuitive gatherer with skills and experience in event planning, community building, and communications. The Convening Coordinator coordinates a range of meetings and events – online, in person, small, large – to realize TOGETHER Bay Area's vision of healthy lands, waters, and communities throughout the region. The Coordinator is organized, an engaging communicator, enjoys a learning curve, and loves a well working system.

This is an opportunity to:

- Contribute to an impactful and joyful coalition working for climate resilience and equity that has demonstrated success and that also has opportunities for growth and evolution.
- Collaborate with professionals and practitioners of many kinds around the Bay Area to advance shared goals.
- Learn about a wide range of topics, issues, projects, places, and people, including land stewardship, Tribal alliances, and advocacy for regional funding.
- Join a small team of collaborative professionals who are committed to excellence, passionate about the work they do, and guided by the values of trust, equity, belonging, joy, learning, and hope.

ORGANIZATION BACKGROUND

TOGETHER Bay Area is a regional coalition of 80 organizations who are collaborating for healthy lands, waters, and communities. Our work is guided by our principles, values, and priorities, which are described in our Strategic Direction.

OUTCOMES

The Convening Coordinator is successful when these outcomes are achieved:

1. TOGETHER's convenings are well organized and aligned with the organization's strategic priorities, principles, and values.
2. TOGETHER members trust the Coordinator to create intentional spaces that inspire collaboration, belonging, relationship building, resource sharing, and collective action.
3. Respect, relationships, and reciprocity are centered, and positive and productive relationships are cultivated with the team, members, and partners.

RESPONSIBILITIES

Event planning and coordination

- Coordinate events and meetings from start to finish, including agenda design, logistics, space rental, attendee registration, catering, AV and equipment, speaker preparation, day-of hosting, and follow up activities. Includes Good Company Picnics, Advocacy Days in Sacramento, Right Relations field trips, Showcase of Solutions webinars, and board meetings. The Coordinator will not be responsible for managing staff calendars other than their own.
- Participate on the TOGETHER Conference planning team to design and implement our annual 500-person, multi-day event. Potential to grow into a leadership role in planning future conferences.
- Write and send clear communications to attendees that encourage participation before the event starts, and that continue conversations and encourage action afterwards.
- Collaborate with TOGETHER members and partners while they serve in leadership roles as host committee members, conference ambassadors, and advocacy day team leads.

Communications to build community

- Write compelling invitations to TOGETHER's convenings.
- Write and produce bi-weekly Member Bulletin and monthly Partners newsletter to highlight what TOGETHER is working on and to invite participation.
- Manage TOGETHER's two social media channels - Instagram and LinkedIn.
- Maintain the online Jobs Board, and promote it via newsletters and social media.
- Cultivate relationships with curiosity and grace through our communications and convenings.

Coalition infrastructure coordination

- Welcome our members into our programs while practicing generous exclusion. Utilize 'yes and' and 'no and' approaches to bring people together with focus and inclusivity.
- Maintain lists of program participants and member organizations using MailChimp, Google Groups, Google Calendar, on the website (Wordpress), and other platforms.
- Maintain systems and organize shared files using a combination of Dropbox and Google Drives including photos, presentations, and organization projects.

QUALIFICATIONS

Experience

- 5+ years of working in nonprofit organizations.
- Experience in event planning, communications, project management, and/or related functions.
- Experience in some kind of service role where the partnership, customer, or community is prioritized.
- Experience in coalition building and/or community organizing 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 organized, especially in event planning and administration.
- Calm under tight deadlines; adapts quickly to plans that might change.
- Strong communications skills, including written and verbal, and ability to write engaging content.
- An orientation towards service and a 'can do' attitude.
- Enthusiasm for learning, thinking creatively, and testing and implementing new systems, approaches, and programs.
- 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. Our organization is guided by the principles, values, and priorities described in our Strategic Direction. 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, color, religion, national origin, sex, sexual orientation, gender identity or expression, age, genetic information, disability unrelated to job or admission requirements, or veteran status.

The TOGETHER Bay Area team works remotely in the Bay Area, and the Coordinator should be located within the Bay Area. 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.

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

COMPENSATION AND BENEFITS

The annual salary range for this position is $80,000-85,000 depending on experience. This is a full-time, salaried position reporting to the Executive Director. We are fostering a productive and positive team culture. 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. Health and dental benefits, as well as a retirement savings plan, are offered. 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.

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 January 5, 2027. The position is open until filled.