GATHERING COORDINATOR

JOB DESCRIPTION

Strong Towns, a nationally-recognized non-profit organization, is seeking a motivated individual to help us plan, coordinate and execute a series of regional gatherings around the country.

The mission of Strong Towns is to support a model of development that allows America’s cities, towns and neighborhoods to grow financially strong and resilient. We have over 2,200 members worldwide, including at least one in each U.S. state. Our influential media site reaches over a million people annually and is shaping the national conversation on growth, development and the future of cities.

Our Curbside Chat program brings the Strong Towns message in an intimate and though-provoking program to communities across North America. The Curbside Chat is incredibly popular and we are experiencing more demand than we can satisfy. We also have many requests for a Curbside Chat follow up, something that would bring people together and focus participants on steps for taking action in their community. To meet this demand, we plan to host regional gatherings, multi-day events to share the Strong Towns message, connect our members and grow the movement.

We need someone to help us execute a strategy for bringing together Strong Towns members, and others interested in our movement, for multi-day regional gatherings. Such a person will:

- Have excellent written and verbal communications skills.
- Be self-driven and motivated by the Strong Towns mission.
- Have the ability to work quickly and independently.
- Be comfortable working with databases and with data management.
- Be a creative and strategic thinker who enjoys working collaboratively with thought leaders.
- Be able to work collaboratively with a team across digital platforms.

Our team collaborates digitally from locations around the country; there are no locational requirements for this position. We have content deadlines and occasional event-driven demands, but generally keep a flexible schedule. We are an equal opportunity, family-friendly organization. Our work is rewarding and our organization is making a difference.

DUTIES

The position of Gathering Coordinator includes, but is not limited to, the following:

- Work with the Strong Towns President and staff to identify geographic locations for regional gatherings.
- Assist with establishing and monitoring budgets for each regional gathering.
- Assist with the preparation of goals, topics and agendas for each regional gathering.
- Research, identify and book venues for regional gatherings.
• Work with funding partners to make their involvement in the regional gathering successful and mutually beneficial.
• Coordinate logistics for travel for Strong Towns Team and presenters.
• Assess logistical needs and information for regional gathering participants.
• Communicate event information to the rest of the Team for dissemination to members, participants and other interested parties.
• Coordinate any on-site support needs.
• Track and ensure that contacts for support service are signed, correctly invoiced and paid in a timely and respectful manner.
• Following the completion of each event, conduct an assessment to identify lessons learned, areas of success and ways for potential improvement.

COMPENSATION

This is a part-time position with a variable workload that will depend on timing and event needs. We anticipate an average of five to ten hours per week, with more time potentially required during the gathering. We anticipate some travel with this position. This is a new position for us, so we will look to work with finalists during the interview process to establish a competitive and respectful wage. This position qualifies for a retirement contribution. There are no other benefits with this position.

TO APPLY

If you are interested in this position, please visit www.strongtowns.org/employment to start the application process. We are looking to fill this position by June 1, 2018.