Job Description: Regional Fellow, CA

Location: Remote (California-based preferred)

The Dinner Party is a platform for 20-, 30-, and early 40- somethings in grief to find peer community and build lasting relationships. Since January 2014, we’ve grown from a few dozen people to more than 4,000, active at 400+ tables over 100 cities and towns worldwide.

The end goal? We foresee a day in which Dinner Parties are as pervasive as AA meetings, and as culturally acceptable and readily accessible as yoga and meditation classes: a day in which young people who have experienced significant loss are recognized not as objects of pity, but as better listeners and better leaders, characterized by profound empathy, resilience, and agency.

Position Overview

Our Regional Fellow will oversee new and current Dinner Party tables in California. This includes, but is not limited to, building ongoing relationships and providing troubleshooting and support to the ~50 current TDP tables in each region, recruiting, screening, and onboarding new Dinner Party hosts, hand-matching hosts and participants to one another, and responding to regional Dinner Partier questions and needs. This position would report to the Regional Community Manager, West Coast/Mountain Region.

Our interest is not solely in the what, but in the how. All Regional Fellows are thus expected to model the core values and principles behind The Dinner Party:

- A belief and commitment to collaborative leadership, and to creating an environment in which each and every team member can fully capitalize on her/his/their own expertise;
- A promise to abstain from bullshit in favor of honest, open, and transparent communication, and a demonstrated commitment to active listening, self-efficacy, and the growth and care of every member of the Dinner Party community (including yourself!).

This is a part-time position that is not to exceed 15 hours per week.

Responsibilities

Serve as Point-Person for Region (20%)

- Respond to incoming questions from local hosts (~50), or direct to appropriate staff
- Conduct coaching calls with local hosts as needed

New Host Screening, Onboarding, and Table Curation for Region (70%)

- Oversee TDP new host onboarding process for assigned region from start to finish. This process includes:
  - Responding to host applications based on need
  - Setting expectations and providing necessary resources to new host applicants
○ Conducting phone calls with each new host applicant to assess fit, and build meaningful relationships with those selected
○ Collecting host bios and adding all host information to the back-end of our data system

● Once a new host is onboarded, oversee the curation of that host’s table. This process includes:
  ○ Reading and evaluating regional “Join a Table” submissions from potential Dinner Partiers
  ○ Selecting 10-15 incoming Dinner Partiers for each new table
  ○ Creating and populating the table roster, sending final host resources to new TDP host, and connecting 12-15 Dinner Partiers to new host via individual intro emails
● Manage relationships with new hosts that you’ve helped to onboard, troubleshooting and helping them feel like part of the TDP community. This includes check-in emails or calls with new hosts following their first dinner.

Miscellaneous (10%)
● Other special projects as assigned

Qualifications

● High level of empathy and relationship-building acumen
● Excellent oral and written communication skills, including active listening
● Strong organizational and project management skills
● Highly organized, detail-oriented, and results-driven
● At least 1 year of relationship management experience, regardless of professional setting
● Ability to balance team dynamics and self-sufficiency to keep priorities moving forward
● Ability to manage difficult emotions and practice ongoing self-care
● Knowledge of Microsoft Office Suite, Gmail, Excel, Google Hangouts, Zoom, Asana, and Google Docs

Compensation: $25/hr

To apply, submit your cover letter and resume, as a PDF, with your name in the subject line to info@thedinnerparty.org