

Job Title - Coordinator

General Information:

Title: Coordinator
Organization: Omega
Main Job Location: Remote
Status: Part Time
Supervisor: Stanley Wu

Overall Responsibilities:

Support Stanley and all aspects of Omega's internal organization including, scheduling, outreach and program tracking.

Overview:

Omega, a program of Commonweal, is an incubator holding several projects working to deepen the knowledge base regarding the driving forces behind the polycrisis as well as opportunities to effectively intervene. The Omega program includes a number of targeted projects, including The Omega Resilience Awards (ORA), The Long View (TLV), and Resilience Funders Network (RFN). ORA is a fellowship program designed to identify visionaries who can help society imagine what it will take to chart a path toward a more resilient future with a focus on the Global South. TLV is an online magazine chronicling the polycrisis across the political spectrum. RFN convenes webinars and fosters conversations on the global polycrisis for the philanthropic community. Currently our team and work is growing and is in a rapid start-up mode.

This is the ideal role for a detail-oriented person who is comfortable with ambiguity and is interested in being in a workplace that embraces kindness, fairness, and growth. The Coordinator will need to learn and work with Zoom, Google Calendars & Drive, Salesforce, Spreadsheets and Documents and have sharp email communication skills.

Essential Duties:

1. Project coordination: Omega (30%)
 - a. Coordinate calls, meetings, events, in-person gatherings, and manage calendars
 - b. Coordinate webinars, manage registration, content, and follow up
 - c. Other general admin support as needed
2. Program coordination: Omega Resilience Awards (30%)
 - a. Coordinate calls, meetings, events, in-person gatherings, and manage calendars

- b. Support and review website content for accuracy, relevance, and function
 - c. Track and organize Fellows content and materials for communications
3. Communications (30%)
 - a. Support Communications Strategist with email marketing
 - b. Build emails in Salesforce, copy & paste first draft invitations
 - c. Support social media community posting and increase engagement
4. Project coordination: The Long View (10%)
 - a. Support Communications team tracking content, tagging, and excerpting.

Qualifications & Skills:

- Experience or ability to learn email marketing tools
- Comfort with social media platforms, including LinkedIn and Youtube
- Excellent written communication skills
- Project management skills and experience with Asana, Trello, or Slack
- Experience coordinating and scheduling with busy people
- Comfort with event planning