Job Description – Gathering Program Coordinator

General Information
Title: Gathering Program Coordinator
Organization: Commonweal – A health and environment research nonprofit
Main Job Location: Commonweal: Bolinas, California, and remote
Compensation: $9,600 salary for 20% FTE work ($48,000 100% FTE Salary)
FTE: 20% FTE (average of 8 hours per week)
FLSA Status: Non-exempt
Experience: 3+ years coordinating and programming workshops
Education: None required
Report: The Center for Creative Community Program Director
Preparation Date: Dec 23, 2019

Overall Responsibilities
Coordinate and program Gathering Program monthly Saturday event, outreach, program activities, and other items as determined. The gatherings will focus on developing a programmatic container to hold conversations for a diverse inter-generational group drawing on the Fall Gathering, other Commonweal programs, and the general community. Areas of conversation can include the New Story, Eco-grief, resilience, meaning and purpose, and other topics that will emerge from the community.

Tasks
• Organize and program monthly Saturday gathering, workshops, and other events as needed.
• Develop program, identify speakers and facilitators, manage registration, prepare or arrange lunch.
• Develop and coordinate outreach strategies to participants and increase awareness in the Bay Area
• Work closely with Program Director and Events Coordinator
• Coordinate the development of short- and long-term plans for programs, monitor progress, ensure adherence, and evaluate performance
• Proofread and edit submitted materials for style, content, readability and suitability

Physical Demands
All physical requirements for hiking, dancing, creating art or music, or gardening apply to this position.

Work Environment
The office, located in coastal Marin, is usually cool.

Benefits (depends on regularly scheduled number of hours per week)
• Available to staff not classified as Temporary or Limited Term:
  ○ Holidays, Sick Leave, Vacation, & Self-Funded 403(b) Plan
• Available to staff not classified as Temporary or Limited Term at 50% FTE:
  ○ Employer-Funded 403(b) Retirement Plan
• Available to staff not classified as Temporary or Limited Term at 75% FTE:
  ○ Health, Dental, Vision, Life, & Long-Term Disability Insurance