



THOUGHT PARTNERSHIPS

Building effective cross-sector Communities of Practice to advance just, inclusive and non-violent societies

What We Do

Thought Partnerships is dedicated to advancing non-violent, just, and inclusive societies. We create collective impact by building effective Communities of Practice. We bring people and ideas together to deepen impact, co-creating whole-of-self solutions to whole-of-society problems.

Through opportunities for deep learning, sharing and nourishment within and across diverse geographies, Thought Partnerships identifies and connects leaders seeking to work as part of mutually reinforcing ecosystems.

Our Communities of Practice build strong peer-to-peer relationships that harness the collective wisdom and lived experience of cross-sector experts, activists, and practitioners to amplify impact and advance a more peaceful world.

Thought Partnerships | Program & Community Engagement Coordinator

Thought Partnerships' **Program Coordinator** will work with the Senior Program Officer to support the design and implementation of multiple aspects of the organization's programming.

Responsibilities:

Support the Design, Delivery and Monitoring of Programs (40%)

-Work as a part of the wider Thought Partnerships team to support, implement and monitor programs to advance the collective learning, relationship building and collaboration across our Community, including

- Substantive Monthly Live Events
- Collaborative Learning Cohorts
- Health + Wellness Offerings

Facilitate Community Engagement on the TP Hub (30%)

In coordination with the wider Thought Partnerships team:

- Actively track and facilitate member engagement on the TP HUB via Mighty Networks to

- advance our programmatic goals
- Contribute to developing and delivering new content on TP's HUB
- Maintain and update the Open Resource Library

Working Groups (10%)

- Assist the Executive Director in coordinating themes, speakers, participants, and logistics for Working Groups
- Track and record top-line learnings and trends from each Working Group meeting
- Track and support MEL processes

Organizational Contributions (10%)

1. Organizational Strategy and Development

The Program Coordinator will contribute to cross-cutting processes that advance the strategic direction and development of the work and model. This includes but is not limited to:

- Strategic Planning
- Implementing monitoring, learning and evaluation tools
- Testing and iterating the integrated model of work
- Help collect and compile best practices

2. Contribute programmatic updates and reflections as needed for:

- New grant applications and grant reports
- Funder and Advisor updates
- Organizational learning and reflection processes.

3. Organization Representation

- Represent the organization in meeting, events and affinity groups

Health, Wellness and Professional Development (10%)

- Suggesting, participating in and modeling practices and behaviors that enhance the well being, work-life balance and creative potential both individually and as a member of the collective TP team.

Skills:

- 3-4 years of experience working in social justice, human rights, peacebuilding, or similar fields preferably with experience working globally.

- Demonstrated ability for building and sustaining authentic relationships across diverse groups of partners and stakeholders, especially in and through virtual forums and over long distances.
- Demonstrated experience in successfully coordinating and supporting across multiple programs from design and implementation through to monitoring and evaluation
- Technical savvy with familiarity of Squarespace platform, Adobe Creative Suite, Canva, MailChimp, InDesign and Mighty Networks platform
- Culturally sensitive with strong listening, verbal and written communication skills
- Ability to anticipate and troubleshoot technical issues across situations and geographies
- Excellent attention to detail
- Strong strategic thinking and analytical skills
- Ability to operate well in complex nuanced environments including by assessing and mitigating risk
- Commitment to collective learning, human centered program design and iterative learning

Qualities:

- Specific interest in working to advance non-violent, just, and inclusive societies.
- Demonstrated commitment to better understanding different worldviews, life experiences and perspectives
- People person who thrives on building strong, genuine, mutually respectful and long lasting peer relationships and serves as a connector and collaborator
- Innovative, quick self-starter with ability to work independently who equally values contributing to a healthy organizational culture and working in an integrated team approach.
- Strong desire to work on a highly collaborative and integrated team
- Comfort with operating in a virtual team environment
- Commitment to diversity, equity and inclusion in all facets of the work and representation of the organization
- Commitment to open communication, transparency and accountability
- Strong commitment to human rights and social justice
- Good sense of humor, positive attitude and resilience to work on tough issues

Location: Flexible within the United States

Position Information:

This is a full-time exempt position with benefits. Salary median for this position is \$55,000 per year with paid time off and benefits.

Thought Partnerships offers flexible working hours, team based and supportive work environment with a

focus on individual and collective wellness and balance. Learn more about our values and workplace culture [here](#).

Opportunities for travel are available but limited, the majority of the position is expected to be delivered from the candidate's home location.

Applicants must have permission to live and work in the United States

Diversity candidates are strongly encouraged to apply

Application deadline rolling until January 16, 2022

Desired start date is in February 2022.

How to Apply:

If you are interested in being considered for this position, please send your CV and answers to the following questions to team@thoughtpartnerships.org

Questions:

1. Why are you interested in this position at this moment in your career?
2. What about [our model](#) and way of working is most appealing to you?
3. How are you well suited to contribute to the mission of our organization and to this particular role? (please use the detailed job description for inspiration and guidance).
4. What makes you a great person to work with on a team?



Thought Partnerships
www.thoughtpartnerships.org