



Position Announcement

Programme Assistant & Community Coordinator

- **Reports to the Director**
- **Part-time – 25 hours per week**
- **Salary commensurate with experience, and includes 5 weeks holiday**
- **This position is open to Swiss and EU nationals and holders of a valid Swiss work permit**

Partners for a New Economy (P4NE) is an international donor collaborative working to change the way the economy operates so that it safeguards the integrity of our biosphere and generates human wellbeing. Founded by the MAVA, OAK, KR and Marisla Foundations, P4NE also helps facilitate linkages among thought leaders and networks to catalyze learning and momentum.

P4NE is seeking a part-time Community Coordinator and Programme Assistant. This position will provide the right candidate with a unique opportunity to work with an innovative, risk-taking foundation to make our economic system more realistic and resilient. The Assistant/Coordinator's responsibilities include a little bit of everything—administration, operations and programme related support. The Assistant/Coordinator will report to and work closely with the Director at her office in Gland, Switzerland.

The successful candidate is a self-motivated, confident, agile problem-solver with superb interpersonal skills. S/he has an interest in issues related to the economy and the environment, and possesses grace under pressure.

Responsibilities

1. Programme Assistant

P4NE has an active grants portfolio of between 20-30 grants which it manages on an on-going basis, including regular interaction with grantees and experts. P4NE also seeks grants from existing and potential donor members. Programme assistant responsibilities will involve:

- Helping with routine administrative responsibilities of grants management, including those related to initial inquiries, grant proposals and recommendations, due diligence, and grant reporting.
- Liaising with the Swiss Philanthropy Foundation, P4NE's sheltering fund, to ensure coordinated and efficient grants management, payments and reporting as well as other administrative activities related to P4NE.
- Scheduling and organizing meetings, phone calls and travel for the Director, including workshops and special events that support P4NE's goals.

- Supporting the Director in preparation of board meetings, including setting the annual calendar, managing and overseeing meeting logistics, assisting with briefings, papers and presentations, and coordinating the compilation and production of background materials.
- Drafting portions of monthly reports, grant reports and other documents as necessary. Participating with the Director in meetings with partners, grantees and applicants when possible and desired.
- Helping one of our founding members on a flexible basis with grants administration.
- Performing all other relevant duties that may be assigned from time to time.

2. Community Coordinator

P4NE is in the process of creating an online platform for its grantees and affiliated donors to use to: 1) learn from each other as a community of purpose and practice; 2) make collective decisions and engage in joint activities; and 3) strengthen individual and collective strategies and impact by leveraging the knowledge, diversity, and connections of the group. The Community Coordinator will take responsibility for the platform and community activities, including:

- Co-creating and managing the online community platform (Loomio), including testing, launching, and supporting all key functionality required to support active communication and, as appropriate, collaboration among participants.
- Fostering and animating connections within the P4NE community, including initiating threaded conversations and proposals on key topics; curating needs & opportunities sessions; and supporting pre-existing networking groups in setting up relevant conversations.
- Organizing a program of webinars on topics of interest to P4NE grantees and other donors, including identifying topics; posing advance questions; publicizing webinars beyond the P4NE grantee community; and creating linked conversation threads for each webinar in the online community.
- Creating and managing online reference resources, including developing an online reference library; encouraging participants to upload documents and links; and organizing the library by theme/topic.

Qualifications

- Graduate Degree and related experience. Fluency in spoken and written English required; knowledge of French an asset.
- Highly self-motivated with the ability to work independently, collaboratively and as part of a team. Takes initiative and is willing to pitch in when necessary.
- Outstanding interpersonal skills, including superior oral and written communication skills with a customer-service orientation that supports positive partnerships and collegial relationships.

- Collaborative leadership skills, including facilitation, and successful experience working in service to a broad range of clients and stakeholders in a manner that enables and inspires collective action and impact.
- Knowledge and experience in scoping, developing, testing, and launching websites that emphasize user-generated content, usability, and interoperability.
- Knowledge and experience managing online content in both open access and restricted use contexts.
- Anticipates the needs and perspectives of diverse audiences. Willingness to be flexible, adaptable and proactive in a dynamic work environment.
- Attention to detail and strong organizational skills.
- Ability to work under pressure, prioritize and multi-task.
- Strong computer skills: word processing, Excel, PowerPoint, Outlook, prezi and the Internet. Website maintenance skills a plus.
- Poise, maturity, and a good sense of humor.

You will be a good fit for this position if:

- You believe passionately in the importance of making positive changes to the economy to protect the environment and promote human wellbeing.
- You have urgency to get things done, and you also understand that sometimes change is neither linear nor immediately obvious.
- You understand the complexity of managing collaborations, and you are comfortable with uncertainty.
- You are comfortable working in an environment with many remote stakeholders.
- You have a growth mindset and see every situation as an opportunity to learn.
- You use your resourcefulness to find creative solutions.
- You like a good laugh, and you take your work seriously, but you don't take yourself too seriously.

➤ Please send cover letter, CV and writing sample to Ms. Leslie Harroun at lharroun@p4ne.org. Position will remain open until it is filled. NO PHONE CALLS ACCEPTED.