Freelance Project Coordinator

Position Title: Coordinator, Participatory Grantmaking Community
Location: Americas (virtual)
Type of role: Freelance, Part-time (estimated 8 hours/week)
Hourly rate: 2x the living wage (not minimum wage) for your country or city

The Participatory Grantmaking Community of Practice
The Participatory Grantmaking Community is a global collective of individuals and organizations interested in sharing knowledge and practice to improve participatory grantmaking and encourage its use within philanthropy. We support each other through peer-to-peer learning, resource sharing, and advocacy.

Participatory grantmaking cedes decision-making power about funding decisions to the communities that funders and foundations aim to serve.

Position Overview
We are seeking an Americas based Project Coordinator to coordinate administration and support for the global Participatory Grantmaking Community. This is a new and important role to complement the work of the current Project Coordinator (located in Europe), supporting the PGM Community to shift power in philanthropy and grantmaking. The community is currently run mostly by volunteers and is not established as a formal entity, so you’ll be working with a group of volunteers who are committed to shifting power, but that are balancing multiple priorities.

Position Responsibilities

Communications and Marketing - 40%
- Slack & Listserv Management: Onboard new members to the Community; facilitate active conversation on the listserv, Slack and other communication channels; send updates and announcements to Slack and listserv as needed
- Website and Social Media: Assist with keeping the website up to date, adding resources and events regularly, coordinating with the website support team; keep up social media accounts, twitter and LinkedIn, like and share relevant topics, promote community activities
- Support development of a community newsletter
Program Support - 30%  
- Webinar coordination: the PGM Community hosts 2 peer learning sessions each month, and one deep dive webinar a month.  
- Coordinate speakers and facilitators for these monthly events; instruct them how to submit invoices for their coordination/participation; review and approve expenses, in alignment with our annual budget, on our fiscal host platform  
- Work with Sessions Circle on planning, scheduling and setting up monthly events  
- Set up and coordinate Eventbrites and Zooms for 3x monthly events; create, post and publicize events on social media  
- Record deep dive sessions and upload on YouTube, editing sometimes required  
- Work on improving accessibility for all forms of communication

Administrative work - 10%  
- Working Group & Circle support: coordinate and facilitate working group meetings, take minutes if needed and follow up on actions for the group. Support creation and facilitation of new circles as needed.  
- Liaise with funders and other financial contributors  
- Weekly meeting with Europe based coordinator  
- Monitor Community Inbox - respond

Learning & Evaluation - 10%  
- Working with the Community to understand ways we can improve, what content they would like delivered and how they are finding the Community; gather and analyze feedback.  
- Keep track of data from monthly sessions (attendance, number of members/followers on different platforms etc)  
- Keep track of key achievements of the community and impact created  
- Writing up learning, resources and blogs based on learning from the Community

Position Qualifications  
- Fluency in English required  
- Competent with Slack, Google suite, Zoom, Eventbrite, Social Media platforms  
- Experience in the philanthropic or non-profit sectors  
- Interest in exploring power dynamics within philanthropy and grantmaking  
- Ideally we are seeking a year long commitment for this role  
- Preferred skills in marketing, communications and social media

The PGM community actively invites a diversity of candidates regardless of race, gender, sexual orientation, age, disability, or religion.
How to Apply

Please send your resume, along with an email answering the below question (3-5 sentences) to: info@participatorygrantmaking.org

Question: Why do you think you're a good fit for this role?

Deadline to apply: April 8th