Associate Director and Research Coordinator,
Transformations Community

We are seeking a highly motivated person to manage and support The Transformations Community. We are a global community of over 1300 engaged researchers and reflective practitioners who are working toward transformations to a sustainable and regenerative future. Over the past decade, our community has convened highly interactive international conferences in Oslo/Norway, Stockholm/Sweden, Dundee/Scotland, and Santiago/Chile, and over 600 people attended our latest gathering in June 2021, which was held online in four timezones. We also host workshops and create resources for systems change teachers, researchers, and professionals, including our new global catalog of systems change education programs.

We are currently building our community infrastructure, starting new projects that support our membership, planning our next conference, and identifying how to meet the needs of systems leaders beyond our European and North American core. We are also initiating research on transformative leadership practices, which we will both apply to our own organization and share with partner organizations. This is an ongoing journey and so we are looking for someone with a passion for what we are trying to achieve who is eager to help grow and support our vision. To be a good fit for The Transformations Community, you should have excellent research, management and strategic development capabilities and thrive in a leadership role in team-based, collaborative projects.

About You

You will coordinate activities and staff and provide strategic leadership to advance the Transformations Community. You will be working with academics and practitioners at the forefront of the field, supporting research and managing part-time staff. You should be able to:

- Engage with researchers and practitioners in the field of social-ecological systems change
- Create effective processes to support teamwork
- Conduct and support website design and management using Wordpress or similar platforms
- Facilitate teams and manage projects
- Learn and manage online communication apps and platforms
- Work remotely and manage your own and other’s workload and lead a team across distance
- Engage and support research into transformative leadership for systems change
- Manage budgets and engage in non-profit fundraising
About the role

You will supervise part-time staff and work directly with our community of practice lead. Since you will be in a role that spans management, strategic planning, and research, some of the tasks noted below may be supervisory rather than directly performed by you. You must have a passion for administrative details and processes, and strong interpersonal skills to work with far-flung community members and our many organizational partners.

Coordination

- Supervise points of contact between staff, advisors, and membership, including meetings, zoom links, and registrations
- Manage events calendar and member communications
- Maintain systems for the organization of data, including project documentation, network member information, etc
- Facilitate sub-communities of practice within the Transformations community
- Work with contractors/consultants to deliver parts of the work as needed
- Coordinate strategic development with Transformations Community leads and advisors

Management and Communications

- Oversee staff managing social media and communications
- Supervise roll out of newsletters and communications campaigns
- Manage relationships with individuals and organizations working to promote systems change.
- Develop and grow partnerships with other organizations working on systems change.
- Maintain our searchable online catalogue of training programs for systems change leaders
- Manage online dialogues and workshops using Zoom
- Manage our website and develop new web content and interactive capacity

Funding and Finance

- Coordinate and maintain budgets and provide ongoing oversight for budget matters
- Manage and submit financial documentation as needed (payment requests, credit card reports, reimbursements)
- Manage development and submission of proposals and reports and assist with other fund development efforts

Research

- Identify and gather background information on potential research sites
- Coordinate travel and logistics for fieldwork
- Manage research data
- Assist with preparing publications
- Conduct research dissemination and outreach
**Hours and Compensation**

This position is preferably full-time, although we can accommodate part-time by hiring other part-time staff in support. Work hours are flexible, and work can be conducted from wherever you like. Our team meets virtually once a week to review progress and share feedback. Compensation will be $30 an hour.

**How to apply**

We want to hear your story, and your passion for this work. We’d like to see a resume and a cover letter, and we welcome other forms of expression as well (e.g. examples of your online work). Please submit your application and any supporting materials to:

- Madi Sydnor: hiring.transformationscommunity@gmail.com

We’d like to hear what drew you to the position and how you feel you could support our collective efforts, as well as whether you seek a full or part-time position. If there are ways in which we can remove barriers to your full participation in this recruiting process or if you have any questions surrounding the role or the Transformations Community, please feel free to email Madi Sydnor at the email above. We appreciate the time and energy it takes to assemble an application, and with this in mind we will be reviewing applications as soon as they arrive and reaching out to individuals who show potential for this role.

https://www.transformationscommunity.org/

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