Operations & Events Coordination Fixed Term Contract

About Accountable Now

Accountable Now (AN) is a global membership platform that supports civil society organizations to be more transparent, responsive, impact-focused, and community-led. For more than 15 years, we have been working to shift power, champion equity, and embed dynamic accountability into everyday practices.

Our work focuses on supporting civil society organizations to continuously reflect, learn, and adapt to strengthen and embed new ways of working grounded in processes of inclusive, participatory and meaningful engagement with all stakeholders. It goes beyond monitoring & evaluation, due-diligence and compliance, driving accountability as a process that aligns organizational actions with their values.

Our headquarters is in Berlin, Germany but our staff, fellows, and interns currently work across Germany, the US, and other EU countries.

Description

Accountable Now seeks fixed-term support for operations and events from an enthusiastic and detail-oriented professional. This contractor will support AN's small team to finish AN's website overhaul, coordinate and make preparations for virtual events and meetings, project manage operational transitions and policy updates with ED. The contractor is expected to work 32-35 hours per week virtually from the start of February to the end of May. The contractor will be expected to join AN's weekly team meetings for the duration of their contract.

Timeline: 1 February to 30 May

Responsibility Areas

- Website overhaul project management (including working with AN's Head of Comms and external IT support team)
- Event coordination, agenda and speaker prep, and communications for 2024 virtual events and meetings
- Develop or refine operational tools, guidance materials, and policies
- Support coordination and preparations for AN working groups and peer advice groups, board, and IRP
- Project management of AN's operational wind down in Germany and registration in the US
Contractor Deliverables

- Project management for AN’s website overhaul (in progress), including liaising with external developers, introducing website analytics, working closely with AN’s Head of Comms and ED, and design of AN’s new member’s corner.
- Design, coordination, and communications for 10 virtual events and 3 major meetings for 2024, including working with ED to create board agenda and meeting packs for March and June board meetings.
- Project manage AN’s operational wind down in Germany and registration in US, including working closely with the ED, AN’s Head of Comms & Operations, and our legal teams in the US and Germany; support research for additional registrations for distributed office model.
- Prepare and refine new member resource guides and packets for AN’s three member tiers.
- Support board and IRP uptake of AN Ambassador’s Toolkit.
- Manage AN’s 2024 member invoicing process.
- Review and work with AN colleagues to update organizational policies to align with new operational structure and strategy.
- Roll out time tracking software and approach for AN staff.
- Support coordination and roll out of AN working groups and peer advice groups.

If time accommodates, also:

- Design board member induction pack.
- Refine AN staff induction pack.
- Desk research for fundraising, contracts, and member recruitment opportunities.
- Support the production of AN newsletters, proposals, and recruitment materials.

Work hours: 32–35 hours per week, flexible standing hours depending on home location (though overlap with ED’s office hours in East Coast US will be crucial for several tasks and assignments).

Skills and qualifications

- At least 3 years of experience managing events and projects, virtual organizational and file management, and document preparation; in nonprofit settings is a strong plus.
- Project management experience or other relevant project experience, especially developing project timelines and milestones and routine communications and documentation, and ideally managing diverse stakeholders for shared outputs.
- High proficiency in use of virtual tools and interfaces including Slack, Canva, Google Drive, Notion and other tools.
- And ideally website design and virtual resource center experience (note: AN’s IT partner will take care of technical build out).
- Digital file organization skills and know-how, including internal file management. Ability to curate and organization internal and external resources, especially for use by others; knowledge management experience is a strong plus.
● Reliable, detail-oriented, and self-motivated
● Able to work well both independently and with a team
● Fluency in written and spoken English; other languages are a strong asset (especially Spanish)
● Strong communication skills both verbally and in writing; experience with creative design and communications a strong plus
● Ability to work cross-culturally with sensitivity and humor

Our values and commitment to equity

Accountable Now is committed to ensuring a fair and equal recruitment process, and we seek to recruit staff from all sectors of the community. All applicants will be treated equally, regardless of gender, sexual orientation, social status, race, ethnic origin, religious belief, age, disability, or any other factor irrelevant to performance. In fact, we actively seek and welcome applications from individuals from communities and/or whose identities have historically been underrepresented, marginalized, and/or persecuted.

Accountable Now and its staff operate in line with the following organizational values:

● **Openness**: We are transparent in all our activities and practice an open culture of feedback between staff members regardless of their position and also externally with any other stakeholders of the organization.
● **Horizontality**: We practice a culture of horizontal hierarchies and responsive decision making internally and externally.
● **Respect**: We are respectful of people's nationality, gender and religious background. We respect and value every person's opinion.
● **Self-critical**: We have an open culture of discussing failures and improving our work through continuous learning.
● **Partnership**: We value the expertise of others and want to establish mutual partnerships with everyone we interact with and break up common power structures.

**Compensation**: €3,000 per month (€12,000 total)

**Reports to**: Executive Director (with some project assignments and deliverables overseen by other AN staff)

**How to apply**

Submit a resume, cover letter noting relevant experience and work style, a work sample, and two professional references to recruitment@accountablenow.org by 10 January.

Interviews will be conducted Jan 15-25 with an offer extended by Jan 29 and a start date of Feb 1.