



JOB OPPORTUNITY ANNOUNCEMENT - EVENT COORDINATOR

APPLICATION DEADLINE: 19th May 2024

We are happy to announce that the Global Ecovillage Network of Europe (GEN Europe) is looking for a Gathering Coordinator to join our small and friendly team. We are seeking someone who is full of ideas about how to coordinate and hold the European Ecovillage Gathering 2022 while working with transparency, excellent organisation skills, and enthusiasm for the event and the movement.

You will be tasked primarily to work on the European Ecovillage Gathering 2022. Applicants from all countries are welcome to apply, but must have the right to work in the EU. The Gathering Coordinator is expected to be at Nature Community ecovillage, Germany (host of the Gathering 2022) during 2-3 weeks before the event (8th July 2022) for preparation.

You will be tasked with the planning, coordination, execution and evaluation of the event (registration and ticketing, activities like workshops/dance/therapy, budget planning and monitoring, and all on-the-ground logistics). You will work closely with Nature Community to ensure excellent preparation of on-the-ground activities and will be the 'face' of GEN Europe both towards Nature Community and other allied partners. You will be expected to engage members of the network and also to work with GEN Europe's Membership area to attract new members and audiences to join the network.

You'll be comfortable working within a horizontal and collaborative structure, while overseeing the many threads that make up this busy network, and thus must be comfortable and confident working with remote teams. You will work directly with the General Coordinator and Finance Manager, Communication, IT and Membership, and attend the coordination and staff meetings.

You'll share the values of our organisation and be knowledgeable and familiar with the European Ecovillage movement, allied movements and organisations in the sphere of regenerative, community-led, participatory development and ecological transition.

Working with us requires a true passion and dedication to our vision. You'll be able to facilitate network wide processes, and be meticulous in the implementation of



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administrative tasks.

**GEN Europe is committed to improving equality and diversity in our employment practices and all eligible applicants, regardless of age, race, gender, sexual orientation or disability, will be considered on merit.*

THE EUROPEAN ECOVILLAGE GATHERING

The European Ecovillage Gathering is the annual convergence of the European Ecovillage Network and the dynamic expression of a movement: of the thousands of people across Europe and the globe engaging in local, community-led solutions to our greatest challenges. Our last event before Covid - in Comune di Bagnaia, Italy - attracted around 600 committed co-creators, activists, ecovillagers, explorers, and leaders from all walks of life. In 2022 we hope to attract 800 souls to come together, learn, celebrate and co-create bottom-up, community-led solutions that address the great challenges of our time. In 2022, our host is [Nature Community](#), Germany. Photos of previous events can be found [here](#).

The Gathering is a unique mix of talks and participatory workshops, authentic networking and connection, and displays of innovation and tradition. It seeks to incorporate all four dimensions of sustainability - social, economic, ecological and cultural - to create a programme that ranges from displays of cutting-edge sustainable technology to ceremonies that draw on indigenous traditions; from crash courses in environmental advocacy to meditation and yoga sessions.

Our challenge is to provide a homecoming and reconnection space for the GEN Europe family, as well as a space to welcome the curiosity of those new to the ecovillage movement. Now approaching its 26th year, and after a period of postponement due to Covid, we are now seeking to balance growth and create a financially sustainable event, with accessibility, celebration and connection that serves our members and other audiences.



[GEN Europe](#) is a network of intentional communities, ecovillages and national ecovillage networks working together to educate, advocate and innovate, through events, courses, meetings and projects to create a regenerative world.

We're a non-profit organisation, and our day-to-day functions are served by the Secretariat, a staff team that takes care of daily operations and enacting the organisation's strategy with the guidance of the Council, who are elected to hold our vision by the General Assembly.

The General Assembly, made up of all full member ecovillages, makes proposals, debates and approves decisions and strategic direction for the organisation. Members are also involved in GEN Europe's work through Working Groups, such as Advocacy, National Networks, Youth and Projects.

GEN Europe is open to individuals, organisations, ecovillages and national networks in different categories, and currently stands at over 200 members.

ROLE DESCRIPTION

Role:	Gathering Coordinator
Organization	Global Ecovillage Network of Europe (GEN Europe)
Position type:	Freelance on 9 month fixed term contract.
Work Schedule:	60 hours per month
Remuneration:	EUR 20 per hour tax included (contracted freelancer)
Location:	Home office or the possibility of working in-person from GEN Europe office Navarra (Spain). You are expected to be at the venue of the European Ecovillage Gathering (Germany) 2-3 weeks before the event on July 2022
Note:	Opportunity to receive an extension of contract depending on



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	role review at the end of the event.
Estimated starting date:	December 2021
Application deadline:	Please send a CV and cover letter (max. one A4 page) outlining your experience, how you meet the skill requirements, your motivation and suitability for the role to applications@gen-europe.org before 21st November 2021. Interviews end-of-November

RESPONSIBILITIES AND REQUISITE SKILLS FOR APPLICANTS

Main tasks and responsibilities

- Overall coordination, organisation, execution and evaluation of the European Ecovillage Gathering 2022
- Overall coordination of the Gathering Organising Circles (Communications, Registration, Programme, Fundraising, Logistics, Finance, and IT)
- Active contributions to each of the Gathering Organising Circles, where required programme
- Leading the vision, creation and resourcing of the Gathering programme
- Developing and managing the Gathering project plan
- Responsibility for Gathering income targets
- Budget management before, during and after Gathering
- Coordinate with the Gathering host (Nature Community, Germany)
- CiviCRM database administration
- Liaising with staff coordinating GEN Europe's General Assembly to ensure seamless integration into the main Gathering event
- Provide regular progress reports to the GEN Europe office and council
- Attendance of weekly GEN Europe staff meetings (online)



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- Volunteer coordination
- Legal right to work and travel within the EU (may include vaccination requirements under German law or other nation states depending on travel route)
- If working from your home office, a reliable internet connection is required

Essential skills

- Ideally a minimum of 3 years experience in a similar role/s
- Proven experience of holding successful in-person Events and Operations
- Leadership and Vision
- Excellent organisational skills using customer relation tools, filing and document management
- Budget and financial management skills
- Demonstrable interpersonal skills (e.g. group facilitation or conflict resolution)
- Technical skills working with office software
- Proficient in English

Desired skills

- Familiar with the GEN network or similar grassroots movements
- Have attended a GEN Europe Ecovillage Gathering in the past
- Desirable experience in marketing and communications
- Fundraising experience
- Experience with sociocracy or non-hierarchical organising frameworks
- Possibility to relocate to the GEN Europe office in Arterra ecovillage (Spain), where a part of the team works
- Fluency in other European languages, particularly Spanish and German