



HOMEWARD BOUND PROGRAM & COMMUNITY COORDINATOR

POSITION DESCRIPTION

ABOUT HOMEWARD BOUND

Homeward Bound (HB) is a ground-breaking, global transformational leadership initiative to elevate the visibility of women, with a STEMM (Science, Technology, Engineering, Mathematics and Medicine) background, leading for a sustainable future. It was created to increase the influence and impact of women leading with a STEMM background in making decisions that shape the future of our planet.

Our vision is that, by 2036, we have supported and engaged a globally diverse leadership network of 10,000 women with a STEMM background who are ensuring the sustainability of our planet.

ABOUT THE ROLE

The purpose of this role is to:

- Deliver a well administered and coordinated experience to HB program participants
- Together with faculty and HB Operations, contribute to building connection and community within program cohorts
- Work with the Steering Committee of our alumnae network to support their community building efforts to strengthen connectedness and amplify the impact of this network.

KEY RESPONSIBILITIES

- **Program Coordination:** Coordinate the delivery of Homeward Bound leadership programs via our Learning Management System, ensuring program-related administrative tasks are completed according to timelines set by the CEO, Operations Manager, and Faculty. Support the onboarding of participants and faculty, develop program timelines and processes, and managing the e-learning platform for a successful delivery of the program.
- **Support and Communication:** Keep participants informed throughout the program via email communications. Support program lead and faculty during calls, sessions, and workshops. Record meetings and manage post-session follow-ups. Support the timely development and distribution of materials and resources.

- Monthly Meetings and Workshops: Coordinate monthly faculty meetings, set agendas, and host additional design meetings/workshops as required.
- Work with the steering committee of the alumnae network to:
 - Event Coordination: Plan and execute events that facilitate knowledge exchange, collaboration, and collective action among alumnae and other stakeholders. Oversee and facilitate workshops, guest speaker sessions, and masterclasses.
 - Cross-Network Collaboration: Facilitate connections and collaborations among alumnae and other stakeholders across diverse sectors, fostering innovation and synergy in addressing collective challenges.
 - Impact Assessment: Track and evaluate the effectiveness of network activities. Collect and analyse program data, including surveys, attendance reports, participant inquiries, and session polls, to inform continuous improvement efforts.

Key Selection Criteria

Essential

- Highly developed written, oral communication and interpersonal skills, with the ability to build and maintain relationships with diverse stakeholders.
- Strong project coordination and time management skills
- Strong level of computer literacy (proficient in MS Office Suite, and Mailchimp), and familiarity with other online collaboration tools and social media platforms
- Strong presentation and meeting facilitation skills (via digital means such as ZOOM and MS Teams)
- The capacity to engage in high level strategic planning in line with HBs mission and values and have a passion for collective impact and social change that is committed to advancing diversity, equity and inclusion within the network and broader community.
- Skills relating to data collection and analysis (regarding monitoring participant engagement, achievement of learning outcomes, and client experience)
- Creative thinking and problem-solving skills, with a proactive and collaborative approach to achieving goals and with the ability to work effectively both independently and as part of a multidisciplinary team within the collective impact network

Desirable

- Proven experience in community engagement, alumnae relations, or a related field.
- Experience with management of an e-learning platform or LMS such as LearnWorlds or Kajabi
- Experience or understanding of working in a not-for-profit environment
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- An understanding of or experience with execution education programs
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Attributes

- Alignment with HB Purpose, Strategy, and Values: Demonstrate dedication and commitment to Homeward Bound’s mission and objectives.
- Proactive and Detail-Oriented: Able to manage multiple tasks within a complex global initiative, with a keen eye for detail while maintaining a strategic perspective.
- Flexible and People-Oriented: Adaptable to changing needs and able to prioritize effectively. Balance a people-oriented approach with task-focused execution.

TERMS OF CONTRACT

Job Salary	AUD\$80,000 p.a., plus 11% super
Reports to	Operations Manager
Direct Reports	0
Support Provided	The Program & Community Coordinator works with the Operations Manager, alumnae network steering committee, CEO and faculty for ongoing operational guidance
Location	Hybrid work. Flexible option to remotely/work from home, or in the office located in the Melbourne, CBD.
Time Commitment	Full-time (38 hours per week, 5 days per week), regular hours with some flexibility. IMPORTANT – Homeward Bound is a global organisation working across multiple time zones. The role requires working before and/or after normal business hours (generally 2 - 4 hours a week) on a regular basis to host/attend meetings and may involve weekend work to host/attend workshops in support of faculty and executive.
Other Benefits	<p>You will receive the following benefits as part of this role:</p> <ul style="list-style-type: none"> • We promote work-life balance and offer flexible working hours, subject to meeting the required commitment as determined by the role. • The opportunity to learn from our participants, alumnae and the faculty network you work with. All the participants taking part in Homeward Bound are chosen for their skills and commitment to the sustainability of the planet. • Benefits of joining a global network of incredible leaders with a background in STEMM, HB faculty and HB supporters.



Homeward Bound recognises and values diversity amongst its staff and strongly encourages suitably qualified people from all backgrounds to apply, including but not limited to those from the Aboriginal and/or Torres Strait Islander, Culturally and Linguistically Diverse, and LGBTIQ+ communities.