

We are looking for you – community coordinator

Join the adventure

WHO are we?

collaboratio helvetica is at once a platform, community and organisation. We are a growing community of people dedicated to collaboration-driven societal change. collaboratio helvetica was initiated in December 2016 by individuals from the Impact Hubs Bern, Geneva & Zurich, foraus, euphoria, Coworking Switzerland and Greenbuzz, with the support from Engagement Migros. We are a pioneer project stepping in the spaces in-between sectors and uniting actors to work towards the Sustainable Development Goals (SDGs) of the Agenda 2030, which we know can only be achieved when unlikely allies come together. Through positive dialogue, new forms of collaboration and space for experimentation, we shape the Switzerland we want to live in together.

WHAT is our vision?

Our vision is a more sustainable and conscious Switzerland in which we as a society pull together across our differences, support each other and take care of each other and the environment. We believe that Switzerland can make a unique contribution to the global implementation of the Agenda 2030 as a role-model for dialogue-focused, collaborative and experimental approaches towards societal challenges.

What it takes for this is to learn how to dialogue and collaborate across language barriers, sectors and worldviews in order to develop solutions to the challenges we are facing and activate the full potential of people and organisations. Our [Social Labs](#) and [Dialogue Spaces](#) that bring together citizens and stakeholders to address systemic issues and develop the skills needed to shape their environment in the future.

HOW do we work?

We try to walk the talk on collaboration and use elements from [Sociocracy 3.0](#) in both our governance and daily work processes. On our [website](#), you can have a look at our principles as well as at our different projects. We are an entrepreneurial team, where everyone carries responsibility and we work on a eye-to-eye level. We engage our whole being in our work and hold space for our learning processes, both individual and collective. We are located in Bern 2 days of the week and are free to work from a coworking space or from home the rest of the time. Our main working languages are German and English.

WHAT can you expect?

- A very dynamic and learning-focused environment
- New ways of collaborating and working together
- A network and community of inspiring people
- Space for exploration and experimentation
- Opportunity to shape and support a start-up project
- Crazy learning environment (social technologies, facilitation methods and tools, innovation & collaboration, different topic areas)
- Opportunity to diversify your work and dive into our different projects

WHO are we looking for?

We are looking for a **community coordinator (60 - 80%)** for our community domain. We are building up a [community platform](#) where we invite change makers to join spaces for open and deep dialogue, to co-create, develop and maintain sustainable solutions that will transform individuals, organisations and larger ecosystems. We build structures and design processes that allow resources and talents, otherwise confined within organisations, to flow towards collective impact. We create the conditions for learning from and with each other to be able to collectively address the pressing issues and challenges of our times.

As a community coordinator, your tasks are:

- Coordinate the community domain, further develop and implement the community strategy to curate a lively community that drives impact and change in Switzerland
- Build on the unique methods and tools developed and tested within collaboratio helvetica to bring this to a new level within the community
- Connecting to the people in the community and understanding their needs
- Build up and implement a digital community platform for active exchange and collaboration
- Create and curate structures and processes to connect with the community, share information and take decisions collectively
- Build and maintain mechanisms for peer-support and skill sharing (i.e. internal economy)
- Maintain the digital platform and tools (new community platform, Slack, Facebook group, Google drive) ensuring the information flows and Explorers can connect and collaborate on impactful projects
- Storytelling and communication about the community
- Support the organisation of community events
- Harvesting and reporting of learnings and insights
- Strongly collaborate in synergy with the other domain leaders

YOUR profile

- Driven doing and sensing person who loves structure and organising, with experience of impactful tools to facilitate collaboration and connection
- Good communication one on one
- Experienced and passionate about new ways of collaboration and co-creation (Sociocracy 3.0, radical collaboration...)
- Experience in community management or similar fields. Ideally you are already involved in the collaboratio helvetica community and have experience in building up or sustaining a community
- Ideally experienced as a facilitator (Art of Hosting, dialogue...)
- Capable of self-organising and of taking responsibility while staying in transparent and generative dialogue with the other team members
- High level of maturity in collaboration and self-awareness
- Used to self-reflection, feedback and personal development

WHAT are the conditions?

- Being ready to engage in a learning community and taking the next step on your personal journey
- Willingness to take ownership, learn and truly bring yourself in
- Coming in with the needed skills and energy, clarity on the purpose served and alignment with the vision
- **Starting on 1st March 2019 or as agreed**
- Being a Swiss citizen or having a valid working permit and a clear dedication to the future of this country
- Work location is Bern for 2 days a week, flexible for the rest
- German native speaker and fluent in English. French or Italian is a plus.
- Prior participation in the community as an Explorer or having taken part in cohe events is a big advantage
- We are not interested in applications to the job only, we are looking for people with a collaborative attitude who fully believe in the vision put forward and want to co-create it moving ahead. Hence, we want to get to know you and understand why you'd like to join the collaboratio helvetica community regardless of the outcome of this process.

WHAT now?

So, if you want to experience the start-up vibe, challenge yourself in a dynamic, sometimes chaotic environment and want to gather interesting work experience, this might just be the right next step for you. If you think this could be you:

1. read more about [collaboratio helvetica](#) and our [membership](#)
2. send a little mail to Sarah (community@collaboratio.ch) with your reflections on the above points, the information to allow us to get a sense of your profile and motivation, and whatever else you feel like sharing, until 31.01.19
3. selected applicants will be invited to a dialogue session as a first step on 14th February
4. please note that we will reply to the selected applicants in priority

Don't hesitate to reach out if you have questions, we're looking forward to hearing from you!

