Position

Coordinator of Programming, Marketing & Operations

mebl | Transforming Furniture

At mebl | Transforming Furniture, based in New York City, we support changemakers across the furniture industry in transitioning to a circular, equitable and climate-positive future. We do this by producing educational programming, creating knowledge tools and content, and amplifying innovative ideas and action.

About the role

We are looking for a creative and entrepreneurial **Coordinator of Programming, Marketing & Operations** to join our small, high-performing team that works remotely. Successful candidates will be enthusiastic self-starters excited about co-creating programming, communications and systems -- bringing imagination, a sense of possibility and optimism to our strategy, programming, marketing and operations. A passion for sustainability is a must, and experience in the furniture and design sector is a plus, but not required. This role reports to the Chief Catalyst, Program & Strategy.

Key responsibilities

- **Manage the process of planning, development and implementation of mebl's educational resources and programming**
  Coordinate own efforts and those of staff and consultants to –
  - map and implement logistics, operations and administration of all educational resources and programming
  - manage event and marketing timelines; partner, sponsor and attendee relationships and communications; and registration platforms and virtual event technology
  - manage research on, outreach to, relationship development with, and preparation and support of speakers, presenters and facilitators for webinars, panels, award events, and other educational programming
  - create background research, event run-of-show mapping, program materials, and event slides, takeaways and other collateral
  - develop outreach and marketing efforts to promote programming and resources
  - initiate new programs, content and relationships

- **Manage communications and social media strategy**
  Coordinate own efforts and those of staff and consultants to –

  - implement communications and social media strategy across platforms, including incorporation of SEO strategy
  - create and oversee content timelines, keeping team on track and making adjustments as needed
  - oversee creation process of programmatic and promotional content
  - ensure content is integrated across platforms, including website, e-newsletters, blog, email campaigns, printed materials and social media
  - provide editing and proofreading support
  - increase community uptake and engagement with newsletters, social media, content and programs
  - track metrics and outcomes of all efforts, including creating monthly reports to ensure progress toward goals
  - manage marketing accounts, software and mailing lists

- **Lead day-to-day administration and operations**
  - manage and maintain the organization's contact and content databases
  - ensure updated and orderly organizational files and shared drive
  - provide timely responses to inquiries and correspondence
  - support and enhance relationships with community partners, sponsors, consultants and peers
  - maintain and consistently seek to improve our virtual 'office space' and intra-team communication

Required skills and attributes

- Enthusiasm and keen interest in supporting changemakers in the furniture industry to transition to circular, climate-positive practices
- Entrepreneurial spirit and ability to thrive in a small, dynamic, highly collaborative roll-up-your-sleeves environment
- Desire to take initiative and ownership of work, including leading, "managing up" and asking questions when needed
- Creative and results-oriented project manager and problem-solver
- Enthusiasm for taking on new challenges and seeing work through from inception to completion
- Curious and open-minded learner and systems-thinker, who enjoys exploring different perspectives and connecting dots toward change
- A good sense of humor
- Strong oral and written communication skills, and skilled copy editor
- Highly organized with excellent attention to detail
- Experience overseeing various aspects of digital marketing, including social media, newsletters, website, blog and SEO
- Experience with project management and proactive tracking of timelines

- Tech-savvy, with proficiency in Microsoft Office or Google Suite (including Docs, Sheets, Slides)
- Commitment to sustainability, environmental justice and bold systems change
- 5+ years of related experience in similar roles and / or industry (furniture, design, sustainability, professional networks, sector/systems change)
- Candidates must have U.S. work authorization.

Preferred skills and experience

- Bachelor's or master's degree or equivalent -- we appreciate transferable skill sets
- Experience with social media marketing and management tools, from content calendars to data analytics
- Relationship-oriented and values building partnerships and networks
- Multi-tasker who enjoys wearing many hats across a small organization
- MailChimp, Canva, Zoom

Type: Full-Time
Salary: $54,000 - $60,000
Location: Remote U.S., with preference for eastern time zone work hours

To apply,

1. Please fill out this application form
2. Email your resume to info@meblfurniture.com with the subject "Coordinator of Programming, Marketing & Operations"

Equal Opportunity Employer

At mebl | Transforming Furniture we are committed to providing equal employment opportunity. We do not discriminate against a job applicant because of the person's race, color, religion, sex, national origin, age, disability or genetic information, gender identity, sexual orientation and any other legally protected status. We are committed to a nondiscriminatory approach and provide equal opportunity for employment across our company. We respect and value diverse life experiences and heritages.