

Toniic

Position Description

Project Coordinator

About Toniic

Toniic is a non-profit global network of impact investors - investors seeking positive social and environmental impact alongside financial return. Our membership services support a global community of high net worth individual, family office, and foundation asset owners in more than 25 countries around the world who are active impact investors. Our field building initiatives provide impact investing resources to the public. The Toniic team of about 20 people is virtual, headquartered in San Francisco, California, USA, with team members located around the globe. Our culture is high performance and dynamic, requiring a tolerance for high bandwidth demands, an attitude of personal responsibility, proactivity and self awareness, and a highly collaborative approach.

About this Role

Toniic is recruiting for a Project Coordinator reporting to the Director of Operations. This role will provide project management support for three areas of Toniic's activities:

1. Operations
2. Programming
3. Field Building

Operations: The Operations function is responsible for developing and implementing technology systems to support all Toniic activities, team members and operations. The Director of Operations (to whom this position reports) is based in St. Augustine, Florida.

Programming: The Programming function is responsible for Toniic's robust calendar of global events (virtual and in-person) and our online education program (the *Activator Series*). The Director of Programming is located in New Jersey, USA.

Field Building: Alongside Membership Services, Toniic's field building initiatives provide impact investing resources to the public. Field building projects are led by various members of the Toniic team.

The ideal candidate will demonstrate attention to detail and reliable follow through, be highly organized, be quick, comfortable to deeply self-learn cloud-based applications, and have great written communications skills in the English language. The Project

Coordinator needs to be comfortable working on a virtual team and supporting internal and external stakeholder interactions across multiple global time zones, with the ability to balance competing priorities with grace.

Skills / Experience / Qualifications

Required experience:

- 2 years + project or operations experience
- Track record coordinating projects, developing milestones, and seeing key initiatives through to successful completion
- Demonstrated ability and proven track record learning and using cloud-based applications such as Asana, Google Suite, Zoom, Salesforce, WordPress in a professional environment

Desired experience:

- High attention to detail
- A tolerance for high bandwidth demands
- Outstanding organizational and time management skills
- Ability to work virtually and flexible to work across global time zones
- Excellent verbal and written communications
- A desire to make the world a better place through the mechanism of impact investing. All Toniic team members are highly motivated by our mission - we are a purpose-driven organization

General Information

Location: USA

Compensation: Commensurate with experience

Benefits: Four weeks of annual office closure in addition to 3 weeks of PTO annually, subsidized health insurance, 401k plan, and access to dental, life, accidental, and disability insurance.

Reports to: Director of Operations

Timing: Applications accepted until February 28, 2021

To Apply

Send resume, cover letter, names and contact information for at least three references to apply@toniic.com by February 28, 2021 with the subject "Application for Toniic Project Coordinator"