

## **Global Network Coordinator**

Reos Partners ([www.reospartners.com](http://www.reospartners.com)) is an international social enterprise specialised in multi-stakeholder collaboration. We design, facilitate, and guide processes that enable teams of stakeholders—even those who don't understand, agree with or trust one another—to make progress on their most important and intractable challenges.

We partner with governments, corporations, and civil society organisations on challenges such as education, health, food, energy, environment, development, justice, security, and peace. Our approach is systemic, collaborative, and experimental, and we always tailor our offering to the needs of the specific client situation.

We operate both globally and locally, with offices in Cambridge (Massachusetts), Geneva, Johannesburg, London, Melbourne, Montreal, and São Paulo. Our continued growth has created an opportunity for a Global Network Coordinator.

### **Summary**

The key function of the Reos Partners Global Network Coordinator is to manage the global collaboration network under the Global Council Secretary's supervision. This person will help to be the connective tissue in the Global network of offices, and to manage the collaborative platforms and mechanisms. The coordinator should be able to operate across different levels, be practical and supportive about the complexity of running the global network of offices and be in service of Reos's mission. They should be willing to do basic tasks, in addition to strategically executing their role, building relationships, and nurturing collaboration.

### **About the position**

- 40 hours per week (including participating, as needed, in global Zoom calls scheduled to accommodate multiple time zones)
- Based in and contracted through one of the Reos offices
- Starting June 1, 2022
- Supervisor: Secretary of the Reos Global Council
- Salary range for this position is approximately 30,000-35,000 USD/year depending on experience, location of work, and nature of contract
- Located in Brazil (ideally in São Paulo)
- Willing and able to work online frequently

### **Roles and responsibilities**

- Supporting the Secretary with Reos Partners Global's board minutes, corporate records, trademarking, and other important compliance responsibilities
- Undertaking knowledge management for the Global Council including: scheduling meetings, taking minutes, ensuring approvals of minutes, following up on matters arising, keeping the decision spreadsheet up to date, updating templates, and organising Global Council dropbox
- Managing organisation and maintenance of global knowledge assets (Dropbox, Mural, SessionLab, Notion)
- Scheduling and sending reminders for other internal global meetings (Global Communications Team, Global Learning and Evaluation Team, learning calls, training courses), and coordinating these meetings as necessary
- Managing global reporting – eg. compliance with all Reos license agreements, annual system assessments, risk registry, register of systems, and support to inter-office work tracking
- Ensuring that onboarding course materials are available and easily accessible for new recruits in Reos offices
- Onboarding and offboarding team members (emails, platform access, website bios, etc.)
- Managing global software subscriptions and access to technical support; making sure critical systems are kept up and running

- Ensuring that global learning and knowledge management activities are happening, and that the systems and processes needed to support them are in place and well maintained
- Supporting the Global Marketing Manager in gathering content from the Reos system and uploading material to web and social media
- Ensuring that all offices are compliant with global policies of Reos Partners, including privacy and data protection
- Coordinating the organisation of the annual Global Meeting plus the Reos Partners Leadership Team and other key global meetings

### **Qualifications**

- 5-10 years of work experience
- Excellent written English, other languages a plus
- Excellent communications, organisational, and administrative skills
- Ability to process and visualize complex information
- Experience in learning and knowledge management
- Experience in developing internal systems and processes for organisations
- Trustworthy with confidential information
- Detail-oriented, self-managing, and accountable
- Strong ability to learn and execute new software
- Strong interpersonal skills and able to work well with diverse teams
- Open to giving and receiving feedback

*We help diverse teams make breakthroughs on their most important issues—and so we strive to be a team where a multiplicity of ideas, perspectives, and experiences can come together. We therefore want to attract remarkable people who are diverse in terms of race, ethnicity, gender, gender identity, sexual orientation, nationality, culture, religion, and abilities.*

### **How to apply**

Apply by April 21, 2022

Use this form: <https://pt.surveymonkey.com/r/globalnetworkcoordinator>

If you have any questions or difficulties, you may send a direct email to Camilla Ceylão at [ceylao@reospartners.com](mailto:ceylao@reospartners.com) for advice on how to apply.