

*Exchanging knowledge, ideas and resources to support emerging leaders
advance environmental mobility justice*

LEAD EVENTS COORDINATOR



Beyond Climate Collaborative

Part-time | Voluntary | Remote | Deadline: 07 September 2026



Exchanging knowledge, ideas and resources to support emerging leaders advance environmental justice

Join us in shaping conversations that matter!

Are you passionate about environmental justice, climate change, migration, and creating space for meaningful, cross-sectoral dialogue? Do you believe in the power of movement-building and community care? Are you excited by the idea of curating gatherings that bring researchers, artists, advocates, and frontline leaders together? And do you have experience coordinating virtual events or in-person gatherings?

Beyond Climate Collaborative (BCC) is seeking a dedicated and creative **Lead Events Coordinator** to join our growing team.

This is more than an administrative role—it's an opportunity to co-create vibrant spaces of connection, knowledge-sharing, healing and collective action. As Events Coordinator, you will help bring to life virtual and (where possible) in-person events that center justice, amplify underrepresented voices, and build community across borders and disciplines.

You'll work alongside a team committed to dismantling structural injustices and nurturing a generation of leaders ready to tackle the intersecting challenges of climate change, (im)mobility, and systemic inequality. Whether you're setting the tone for a global webinar, supporting a grassroots gathering or assisting with our engagements at COP and beyond, your work will help ensure that BCC's programming is intentional, accessible, and impactful.

If you thrive in collaborative spaces, have a strong sense of purpose, and bring both organizational skills and creativity to your work—we'd love to hear from you.



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About Beyond Climate Collaborative

We build bridges to support emerging leaders in their processes of (un)learning and (re)imagining ways of working to address climate change and environmental displacement through the lenses of environmental, migrant, racial, feminist and social justice.

Together, we uplift a new generation to pioneer and co-create timely, cross-sectoral, just and sustainable solutions to environmental-related injustices that reduce risks, reinstall people power and bolster the resilience of the planet and her people to the impacts of climate change and beyond.

Lead Events Coordinator

Location: Remote

Reports to: Director of Programmes, Director of Advocacy, Director of Law & Policy Innovation, Director of Development, and Founding Executive Director

Position Type: This is a voluntary and part-time role with the Beyond Climate Collaborative. The volunteer is expected to contribute around 5-7 hours per week. While the working hours will not exceed this amount, kindly note that workflow will depend on the calendar of BCC-hosted and co-hosted events and may, at times, consist of fewer hours.

Compensation: This is an unpaid role.

Role Summary:

The Lead Events Coordinator will take a central role in designing, planning, and delivering Beyond Climate Collaborative's (BCC) events strategy. This includes both virtual and (where possible) in-person events that foster collaboration, movement-building, and collective learning. The Lead will serve as the primary point of contact for external partners, guide event design, oversee execution, and support the Assistant Events Coordinator to ensure smooth delivery. This role is best suited for someone with strong leadership and organizational skills, creativity, and a demonstrated track record of leading event coordination within justice-centered movements.

Key Responsibilities:

Event Strategy & Leadership

- Lead the planning and execution of BCC-hosted and co-hosted events, including webinars, workshops, panels, and where possible, in-person and community gatherings
- Oversee mapping of events calendar for BCC engagement in external events, international fora, academic conferences, practitioner workshops, webinars etc.
- Develop event concept notes, proposals, and briefs, and liaise with external partners when requested
- Oversee the coordination of logistical arrangements for in-person events, including lending support towards travel itineraries, as needed
- Oversee strategic direction of BCC events, including engagement within international fora, academic conferences, professional workshops etc. relevant to our mission
- Coordinate speaker and facilitator line-ups for BCC-hosted and co-hosted events, representing BCC when liaising with speakers, facilitators, and participants
- Oversee the smooth setup and facilitation of virtual platforms (e.g., Zoom), including webinar and meeting registration set-up

Outreach & Promotion

- Oversee communications, marketing and promotional materials such as flyers, descriptions, and registration forms are drafted in line with the BCC tone and circulated in collaboration with the communications team
- Oversee accessibility efforts to ensure inclusive and equitable event experiences for all participants

Community Engagement

- Build relationships with BCC's network, partners and external collaborators to strengthen engagement
- Engage in and coordinate event moderation, as needed
- Engage with BCC's network to encourage attendance, gather feedback, and build relationships across our growing community

Evaluation & Reporting

- Lead post-event evaluations and reporting, gathering feedback to inform future programming
- Document learnings and contribute to organizational knowledge-building

Collaboration & Support

- Work closely with BCC team members to align event goals with broader organizational strategies, programmatic objectives and mission
- Attend regular team meetings and contribute to a collaborative, justice-centered organizational culture

Qualifications:

- Passion for environmental justice, climate change, migration, and social equity
- Demonstrable leadership experience in a related role
- Demonstrable experience organizing virtual events (e.g. webinars, workshops), experience coordinating in-person events and engaging in community outreach is a plus
- Familiarity with climate mobility and environmental justice spaces, including key stakeholders, experts, initiatives, and emerging developments
- Strong organizational and multitasking skills, with attention to detail
- Excellent written and verbal communication skills
- Ability to work independently and collaboratively in a dynamic team
- Familiarity with Microsoft Office, Zoom, and social media platforms

What We Offer:

- **Meaningful Impact:** Hands-on experience working with a mission-driven nonprofit at the intersection of climate justice, migration, and social equity—where your work directly contributes to building a more just, sustainable world.
- **Professional Development & Mentorship:** Access to personalized mentorship, skill-building opportunities, and BCC's curated programming—including the ISCM, other CMJA courses and workshops. BCC volunteers are also eligible to receive certificates for their participation in CMJA programmes they complete.
- **Networking & Movement-Building:** Opportunities to connect and collaborate with a growing community of emerging leaders, practitioners, and experts in climate mobility, environmental justice, and intersectional advocacy spaces.
- **Creative Freedom & Leadership Growth:** A flexible, collaborative, and supportive environment where you'll be encouraged to take initiative, co-create programming, and shape events that reflect your passions and strengths.

- **Recognition & Visibility:** Public recognition of your contributions across BCC platforms, and support to showcase your work in external spaces—ideal for those seeking to build a professional presence in the nonprofit, environmental, or advocacy sectors.
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How to Apply

We're excited to learn more about you! To apply for this position, please submit the following:

1. **Resume/CV:** Include your most recent experience, education, and any relevant skills or projects related to environmental justice, climate mobility, and community engagement.
2. **Writing Prompt:** Please respond to the following question in no more than 500 words:

Your Dream Event - *If you could design and host any event for Beyond Climate Collaborative, what would it be? Who's invited, what's the vibe, and what impact would you hope it creates?*

Submit your complete application to apply@beyondclimatecollaborative.org with the subject line: "Application for Lead Events Coordinator – [Your Name]."

Applications will be reviewed on a rolling basis, until the final deadline: **07 September 2026**. Only complete applications (including the CV and writing prompt) will be considered.

We look forward to hearing from you!

