The Meetinghouse

Gather | Grow | Flourish

The Meetinghouse Team is growing!

Event & Program Coordinator

The Meetinghouse seeks an organized, welcoming, and collaborative Event & Program Coordinator to serve as its regular onsite presence, coordinate its program calendar and building use, develop partnerships, and oversee event logistics. Gatherings include weddings, offsites, and retreats, as well as ongoing wellness, environmental, and leadership programs.

This role combines thoughtful planning, relationship building, and hands-on coordination to create a positive experience for program leaders, rental clients, partners, and guests. The coordinator will work closely with the board and other team members, translating established event concepts and agreements into well-executed gatherings.

Key Responsibilities

Onsite Presence, Program Calendar & Building Use

- Serve as The Meetinghouse's regular onsite point of contact during scheduled weekday hours, welcoming visitors and responding to inquiries.
- Maintain a shared calendar of programs, events, and building reservations, coordinating schedules and preventing conflicts.
- Coordinate building-use inquiries, site visits, reservations, and required documentation in accordance with Meetinghouse policies.
- Communicate space, setup, accessibility, equipment, and other logistical needs to relevant staff, volunteers, and service providers.

Collaborative Partnerships & Teamwork

- Build and maintain relationships with local organizations, facilitators, businesses, and community groups.
- Identify opportunities for collaboration that support The Meetinghouse's programs and community connections.
- Work collaboratively with the board and other team members to align priorities, clarify responsibilities, and share timely updates.
- Coordinate with colleagues who develop programs and secure event agreements, ensuring a smooth transition from initial planning to implementation.

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Event Coordination

- Carry forward events and programs initiated and contracted by other team members, coordinating delivery in accordance with agreed commitments.
- Develop event timelines and coordinate logistics with organizers, vendors, staff, and volunteers.
- Oversee arrangements for setup, welcoming participants, event support, and cleanup.
- Provide onsite event coordination, with evening and weekend coverage scheduled and compensated in addition to regular weekday hours.
- Address logistical issues promptly and help ensure spaces are ready for their next use.
- Gather feedback and recommend improvements to the event and building-use experience.

Qualifications

- Experience coordinating events, programs, hospitality, or community activities.
- Strong organizational skills and the ability to manage multiple schedules and details.
- Clear, responsive communication and a warm, professional approach.
- Ability to work effectively with a board, colleagues, volunteers, and community partners.
- Ability to translate others' program ideas and contractual commitments into practical plans and successful events.
- Comfort using shared calendars, email, spreadsheets, and basic scheduling tools.
- Ability to work independently while maintaining close communication with others.
- Interest in community building and wellness, environmental, and leadership programming.

Schedule & Working Arrangements

This is a part-time, onsite position with 15 regular hours per week, Monday–Friday. The coordinator will serve as The Meetinghouse's onsite presence during those scheduled hours. Evening and weekend work will be scheduled according to event needs and compensated separately at $25 per hour, in addition to the regular 15-hour weekday schedule.

Please send your resume to Connect@Meetinghouse.life. For questions, Deborah@Meetinghouse.life.