



Community Events Coordinator (volunteer)

We are looking for an enthusiastic and dedicated individual to join our team and take charge of designing and delivering our community gatherings.

What is Parenting across Borders?

Parenting across Borders is a social initiative established by, and for, international parents in Utrecht. We provide individual support to parents in their first 1,000 days of parenthood through dialogue groups which create a safe space for reflection and personal learning. We believe that supported parents are more confident parents who take better care of their inner selves, their children, and their environment.

About the position

Once a quarter, we host a CommuniTea event open to Parenting across Borders' entire network as well as new international parents in Utrecht who may not yet know our organisation. These gatherings are one-off, topic-based events designed to stimulate new connections amongst the parenting community. As Community Events Organiser, you will be responsible (under guidance of the Project Lead) for designing and delivering these events in all aspects.

Responsibilities

1. Design: propose topic ideas; write copy and create a session outline
2. Organise: identify, approach, and secure guest speakers; secure and liaise with the venue; organise refreshments and any necessary materials
3. Promote: work with the Communications Officer to create collateral to promote on our platforms; send invites; manage event announcements and registrations; create content at the event and assist the Communications Officer with post-promotion
4. Deliver: attend and host the events; serve as contact person
5. Evaluate: work with the Monitoring and Evaluations Officer to create and distribute an evaluation form post-event

Expected time commitment: as our Communithea events are quarterly, workload will not be evenly distributed week by week, but rather tied to each event (approximately 10hrs for planning and delivery)

What we offer

- An opportunity to gain valuable work experience and transferable skills
- An opportunity to join a diverse and supportive team



Stichting Parenting across Borders – For and With International parents

- An opportunity to learn more about our dialogue approach
- A small monthly volunteering compensation

Your skills and experience

1. Excellent written and verbal communication skills in English (plus ideally Dutch)
*we are an international team – other languages welcome
2. Self-directed and motivated
3. Interested in topics related to parenting and migration
4. Good project management skills

Apply now

Send us your CV and cover letter stating why you are interested in this position to info@parentingacrossborders.nl

For questions or inquiries, contact our Project Lead Ceren on ceren@parentingacrossborders.nl