



COORDINATOR GLOBAL HEARTH SUMMIT TEAM

Inspired by a sense of caring and compassion for all of the people who work to build a better world, as well as to support the many causes and movements for which they work, [The Wellbeing Project](#) (TWP) is focused on both cultivating a shift in the field of social change toward one that is healthier and more supportive of inner wellbeing, and on catalysing the development of a new infrastructure to better support everyone working in the field.

OUR VALUES AND COMPETENCIES

At The Wellbeing Project, we live by three core **values**:

- **Balanced Self-Leadership (Be You, Be Great):** We encourage deep self-awareness, emotional intelligence, and continuous personal growth. Our team members practice self-care, set clear priorities, and proactively seek feedback to improve.
- **Lightness (Be You, Be Gentle):** We bring joy, curiosity, and a growth mindset into our work, focusing on solutions and maintaining a high level of positive energy.
- **Collaborate Kindly (Be You, Be Together):** We foster a supportive and respectful environment, sharing information openly, assuming positive intent, and working in alignment with our team and partners.

At The Wellbeing Project, we are committed to fostering a work environment that values personal and professional growth. We seek individuals who embody our **competencies**, and who are excited to contribute to an environment where these competencies drive our collective success.

- **Self-Management** – Regulating thoughts, emotions, and actions effectively to achieve personal and professional goals.
- **Agile Mindset** – Embracing adaptability, continuous learning, collaboration, and problem-solving.
- **Resource Mobilization Mindset** – Identifying, allocating, and utilizing resources proactively to maximize impact.
- **People Management & Leadership** – Inspiring and managing teams to achieve objectives efficiently while fostering engagement and growth.
- **Sustainable Mindset** – Integrating economic, social, and environmental considerations into decision-making.
- **Communication** – Effectively conveying and understanding information to build relationships and collaborate.
- **Co-Creation** – Engaging diverse stakeholders to generate innovative and meaningful solutions.



ROLE DESCRIPTION

The Global Hearth Summit (GHS) Team Coordinator is an exciting position at The Wellbeing Project as our team is growing, preparing the third edition of the most impactful Wellbeing event, the Global Hearth Summit, to be held in spring 2028 in Asia, and most probably in Japan.

This role provides cross-functional coordination and operational support across different areas of the GHS team. The person in this position will work closely with the GHS Director, GHS Lead, and other team members to help ensure smooth team coordination, effective communication, and successful project execution across multiple workstreams.

The role combines team coordination, operational support, internal communication, research, content preparation, and administrative follow-up. It offers broad exposure to different aspects of summit organization, including production, travel and accommodation, arts and conference curation, community engagement, sustainability initiatives, and collaboration with internal and external stakeholders.

This is a highly collaborative and hands-on role suited for someone who enjoys supporting cross-functional teams, bringing structure and organization to complex projects, and contributing to a fast-paced and purpose-driven international environment.

The role may evolve depending on the needs of each Global Hearth Summit and the characteristics of host countries and cities.

The GHS Team Coordinator reports directly to the GHS Director and collaborates closely with other GHS team members on specific projects and initiatives.

You can find more information about the GHS [here](#).

KEY RESPONSIBILITIES

Internal Communication and Coordination

- Coordinate weekly GHS team calls, including agenda preparation, facilitation, note-taking, and follow-up actions.
- Support onboarding processes for new GHS team members in collaboration with the People & Culture team, including updating onboarding resources and acting as a point of contact during integration into the team.
- Maintain and update internal resources, protocols, team documentation, and shared files.
- Organize, clean, and maintain the GHS Google Drive and internal documentation systems.
- Ensure consistency and alignment of GHS materials with organizational branding and communication guidelines.
- Support internal communication and coordination across the GHS team and the broader Project team.
- Prepare and share internal presentations and team updates during Project Team meetings to highlight the work and progress of the GHS team in preparation for the Global Hearth Summit.
- Support the preparation and follow-up of internal reporting and monthly team updates.

Cross-functional Team Support

- Provide day-to-day coordination, administrative, and operational support to the GHS Director and GHS Lead.
- Support the preparation and update of presentations, reports, and communication and marketing materials.
- Assist with research and information gathering for ongoing projects and summit preparation.
- Provide coordination and operational support across different GHS workstreams, including production, community engagement, arts and conference curation, sustainability initiatives, and travel coordination.
- Coordinate follow-up actions and help ensure smooth execution across multiple ongoing projects.

Collaboration with other TWP teams

- Be the point of contact with TWP Marketing and Communication team for the update of the GHS webpages and other communication channels. Communicate updates and information and track implementation.
- Be responsible, in collaboration with TWP Marketing and Communication team, for directly editing small updates on the GHS webpages.
- Build strong, collaborative relationships across the GHS team and wider TWP teams, bringing a proactive, approachable, and supportive mindset to colleagues and cross-team initiatives.

PROJECT TEAM ELEMENTS

- TWP team and GHS team Call (Weekly).
- Small working Groups with GHS Lead and GHS Director and with GHS team members.
- Collaborative daily work with potential GHS team members holding similar roles and positions.
- Project Team Retreat (yearly, usually in Europe).
- Travel visiting the GHS host cities - TBC
- Travel attending the GHS.

REQUIREMENTS

Experience & Education

- Bachelor's degree in communications, Business, International Relations, Nonprofit Management, Humanities, Social Sciences, or a related field.
- Previous experience (2-3 years) in coordination, operations, communications, events, administrative support, or project support roles.
- Previous experience working in a global, multi-cultural environment is highly desirable.
- Proven experience supporting cross-functional teams or multiple stakeholders simultaneously within a similar impact-driven area.

Technical & Functional Skills

- Strong organizational and project coordination skills, with the ability to manage multiple tasks, priorities, and deadlines in a structured and reliable way.
- Excellent writing, presentation, and communication skills, with the ability to adapt tone and style to different audiences.
- Proactive communicator with strong storytelling abilities and capacity to develop engaging content and narratives.
- Ability to prepare presentations, coordination materials, and internal documentation with clarity and structure.
- Comfort using tools like Excel, Powerpoint, Google Suite, Asana, and eventually CRM platforms such as HubSpot.
- Familiarity with content creation tools (e.g. Canva) and interest in visual communication and basic design principles.
- Comfortable learning and adapting to new tools and systems.
- Graphic design skills are a plus.

Competencies

- Strong attention to detail, with a high level of accuracy and reliability in administrative and coordination tasks.
- Strong visual attention to detail, with sensitivity to layout, formatting, and quality of content presentation.
- Proactive, reliable, and solution-oriented approach.
- Collaborative and team-oriented mindset, with the ability to work effectively with others across teams.
- Strong interpersonal and cross-cultural communication skills, with the ability to interact with respect, clarity, and cultural sensitivity. Comfort working across cultural differences.
- Ability to work independently while collaborating effectively with others.
- Comfortable working in dynamic, fast-paced, and evolving environments.
- Curious, eager to learn, and open to feedback and continuous development.
- Interest in wellbeing, sustainability, and impact-driven initiatives.
- Flexibility to occasionally collaborate across multiple time zones.
- Ability and willingness to travel internationally up to 2–3 times per year.

Languages

- Native or fluent English is required.
- Additional languages such as Spanish or French are a plus.



WHAT WE OFFER

- A purpose-driven mission: an opportunity to work on a global, ground-breaking initiative that is shaping the future of social change, and to be part of a passionate team working to create a positive impact on our shared lived experience and the planet.
- The chance to directly impact the wellbeing of changemakers and the communities they serve.
- An opportunity to work on a ground-breaking, global project that is a co-creation with leading institutions in the field of social change, and that is already seeing the beginning of an extraordinary movement.
- Opportunities to grow building relationships with key players in the social change sector worldwide, benefit from professional development, mentorship, and the chance to take on leadership responsibilities over time.
- An innovative, collaborative, entrepreneurial and international working environment.
- A strong culture which is at the core of our organisation and the project, as well as a large and diverse team that is loving, caring and... awesome people!
- A steep yet friendly learning curve, including building a variety of key relationships in the social change sector worldwide.

Conditions.

- Available to start September 1st, 2026.
- This is a freelance position.
- Full time engagement.
- Preferably based in Europe or CET + or - 5 hours, to maximize shared working hours between different time zones.
- Own working devices (computer, phone).

How to Apply.

To apply for this position, please send us your resume and cover letter to hire@wellbeing-project.org