



JOB DESCRIPTION

Job Title: *Nature of Fashion* Coordinator

Reports to: Asha Singhal, *Nature of Fashion* Director

Location: EU or EST time zone

Effective Date: TBD

Contract Amount: \$40,000

Job Purpose

The *Nature of Fashion* Coordinator supports the implementation and scaling of the *Nature of Fashion: Design for Transformation* initiative. They are responsible for assisting the Program Director in coordinating multi-site pilot projects across Ghana, the Netherlands, and Germany, managing stakeholder partnerships, supporting program logistics and communications, and ensuring successful project execution. The Coordinator enables partners, and stakeholders to have a successful and impactful experience while contributing to the critical mission of transforming textile waste into regenerative resources. We anticipate this contract averaging 20/hrs a week over the course of 2026.

Essential Functions

Pilot Project Coordination & Management

- Coordinate and manage project timelines, deliverables, and milestones across all three pilots.
- Organize and manage project management tools and processes (Asana, shared dashboards, documentation systems), including tracking pilot progress, technical milestones, and commercialization efforts.
- Follow up on action items and track completion.
- Maintain detailed project documentation of deliverables, decisions, action items, meeting notes, and status reports.
- Assist with project evaluations, risk assessments, and due diligence.
- Support preparation of quarterly and annual presentations and reports for stakeholders, implementation partners, and funders.
- Create and coordinate social media posts across channels, manage engagement and track analytics.

Stakeholder Engagement & Partnership Management

- Support Program Director in coordinating logistics and convene regular check-ins and progress meetings with implementation partners, external partners, brands, and innovation partners.
- Support relationship management throughout the project lifecycle and facilitate collaboration and alignment across partner teams and Biomimicry Institute departments (Communications, AskNature, AskNature Hive, Ray Of Hope Accelerator, etc.)
- Assist in curating collaboration opportunities for the *Nature of Fashion* network ecosystem

Communications & Narrative Support

- Assist development and dissemination of narrative materials through campaigns including success stories, case studies, social media posts, and impact reports
- Collect and analyze partner, and pilot metrics; work with Program, Communications and Development teams to create public-facing content about pilots, partners, and outcomes
- Coordinate media outreach campaigns and support creation of visuals, copy, narratives, and data-driven reports that capture ecosystem transformation stories
- Support management of communication assets and ensure consistent messaging across all channels

Program Logistics & Event Coordination

- Coordinate in-person and virtual event planning (convenings, events, workshops, stakeholder meetings, and site visits) to ensure successful and impactful experiences
- Coordinate calendar and scheduling; prepare agendas and materials for meetings, convenings, and site visits
- Support compliance with funder requirements and reporting timelines

Beneficial skills

- Experience with international or multi-country initiatives; strong relationships within textile waste, fashion innovation, or decomposition technology communities
- Knowledge of science communication, environmental storytelling, or circular economy communications is a plus
- Familiarity with social media management and digital communications platforms; basic graphic design or data visualization skills
- Experience conducting research to support project progress (policy, industry, science etc..)
- Background in textiles, sustainability, circular economy, or related sectors is preferred