

Operations Associate

TO APPLY: Submit [application here](#). Applications will be considered on a rolling basis until Monday, May 24, 2021.

LOCATION: Washington, DC

WHO WE ARE

[Carbon180](#) is a new breed of climate-focused NGO on a mission to fundamentally rethink carbon. We know that our climate goals can only be met by rapidly reducing emissions *and* removing the carbon that already exists in our atmosphere. The good news? Carbon is much more than mere waste. We work at the intersection of science, business, and policy to champion solutions that transform carbon from a liability to an asset and foster a prosperous, carbon-conscious economy. Our team is based in Washington, D.C., with a few teammates that work remotely from other cities.

THE OPPORTUNITY

Overview

Carbon180 is seeking an Operations Associate to support our growing team based in Washington, D.C. This role provides overarching operational support to a nimble & quickly growing team; we need someone who can jump in with us as we grow & update our systems & processes to best support our team! Success in this role will look like understanding & managing the “operational nooks & crannies” of what allows our team to do the work it needs to do + provides support in the ever-changing carbon policy world. Responsibilities span from people operations to financial management to strategic growth & systems. This role is made for someone who is excited about the people who make up the organization + how we keep the trains running on time. This position will work closely with the Operations Manager & Chief of Staff.

Compensation. Carbon180 is deeply committed to providing competitive compensation and comprehensive benefits to our team. **The salary range for this position will be between \$65,000–\$85,000** – commensurate with candidate experience + adjusted for cost of living in the location of the position.

Major Roles + Responsibilities

- *People Operations + Organizational Culture*
 - Manage and support implementation of central recruitment + hiring systems and processes; work with hiring managers to lead execution
 - Support recruitment through email outreach, job postings, and application review
 - Support Operations Manager in onboarding for all new hires to ensure they are set up for success
 - Support implementation of mid-year and annual performance review cycle
 - Oversee HR systems, including administering payroll, managing and approving timesheets, time off, and employee leave
 - Oversee vendors + contractors to ensure appropriate contracts are in place and payments are tracked and on schedule
 - Research and co-create professional development opportunities for Carbon180 staff members + co-lead training and/or coaching sessions
 - Create opportunities for staff to strengthen and actively build an equitable + inclusive team culture rooted in our core values

- *Financial Operations & Grant Management*
 - Work with C180's finance consultant to complete accounting, expense coding, reimbursements, deposits, billing and reporting at the end of every month
 - Work with program leads to manage and understand C180 grants, including monitoring spend down and working with team leads to compile and submit grant proposals + reports
 - Support Exec Director / President in fundraising by tracking donations and sending acknowledgement letters to donors
- *Internal Operational Responsibilities*
 - Manage C180s physical office spaces, including office administration, IT support and supply management
 - Support planning + execution of C180 events, such as team retreats
 - Manage travel planning & logistics for C180 staff members + external collaborators
 - Ensure that information and resources are organized and accessible in C180s Google Drive

WHO YOU ARE

Our ideal Operations Associate:

- Believes deeply in Carbon180's mission, which drives their interest in joining our team
- Has 0-2+ years of prior relevant experience in operations, ideally in a high-performing nonprofit and/or start-up team
- Has excellent analytical, communication, & organizational skills
- Has a track record of project management, including internal and external projects with numerous moving parts & people
- Has prior knowledge and/or experience in human resources, and wants to grow into coaching + managing others
- Has prior experience in a fast-paced environment & thrives when connecting people + ideas + impact

Beyond that, you will need:

- **You build trust and leverage meaningful relationships to get things done.** A relationship-builder at heart, the people you work with trust that you leverage relationships to get things done in a mutually beneficial, non-transactional way. You are both warm AND demanding. You do the things you say you will do, hold others to account, and support the people you engage in the pursuit of our shared goals.
- **You believe that the role of Ops is "block and tackle" so the team can focus on the work.** You want to get the "rocks off the road," so that your teammates spend less time on administrative tasks, and more time thinking about how to accelerate carbon removal.
- **You're an organizational mastermind and a project management wiz.** You're the "spreadsheet friend", and are constantly on the lookout for new tools that teams can use to manage, organize, and execute great work. You manage complex projects seamlessly, fiercely prioritize, and track timelines, data, details, and information in an organized way to ensure we get things done.
- **You're a driver of results.** You set and achieve big goals. You use data to drive decisions, and stay focused on outcomes.
- **You excel on a small, nimble team, and are happy wearing lots of hats.,** are willing to step outside of your lane, and get energy from building the plane as you fly it. You remain flexible and operate comfortably in rapid response operations conditions. Often, it's on us to move fast and adapt to clear any obstacles so our team can get the work done.
- **You're a growth-minded problem-solver.** You're energized by challenges and by all of the creative approaches you might take to solve them. You remain flexible, bounce back quickly from setbacks, and you actively seek opportunities for professional development, and are hungry for feedback that will help you grow.
- **You are an excellent communicator.** Whether it's designing new processes and relaying them to the team, or communicating complex information to stakeholders, you know that clarity, timing, and format matter.

- **You're a systems thinker and creator.** You thrive in situations where you get to create order and structure out of ambiguity. You design efficiency—maximizing systems and processes, while keeping the user's needs front + center.
- **You're high impact, low-ego, and kind to yourself and others.** You actively work to bring up the positivity quotient of the people around you. You choose optimism + assume the best. Our Core Values resonate with who you are and how you believe teams should operate.

TO APPLY

- **To apply for the Operations Associate role, please submit an [application here](#).**
- **The deadline to submit your application is Monday, May 24, 2021.**
- On the application, you'll be asked to:
 - Answer some basic questions about your background / experiences,
 - Upload your most recent resume, and
 - In place of a cover letter, answer a few written reflection questions to help us learn more about your interest in joining our team, and in this role specifically.
- After the application deadline, we will review all applications and follow up with candidates to move through our interview process. This process will include a phone screen, at least one (likely two) video interviews, and reference checks.
- If you have any questions or issues submitting an application, please email us at: hello@carbon180.org

OUR VALUES

At C180, we believe in living by an internal set of core values, which we strive to embody and celebrate in moments big and small.

- **One Boat.** We work hard to ensure that we are rowing in one direction as a team, aligning our work and resources to shared goals.
- **Pencil to Pen.** We think critically, do our research, and weigh multiple options. Then, we commit to move to action.
- **Win + Lose Together.** When one of us succeeds, we all win. When we encounter challenges, we determine how best to redirect the energy and resources of the team to solve them.
- **Person in the Professional.** Our team is composed of real people with real passions, interests, and needs, within and outside of our work. To be our best and most productive selves at work, we believe we need to care for ourselves and others.
- **Make Space, Share Space.** We believe in making space for all voices to be heard, within our team and our broader work - particularly and especially voices historically disenfranchised and disproportionately impacted by the effects of climate change.
- **Be a Window, Not a Door.** We're committed to transparency, and to shining light on how and why decisions are made. We are honest with one another, ask for clarity, and operate with integrity to build a culture of trust.
- **Grow the Braintrust.** We are committed to constantly learning, and to staying up to speed on the science of our field. We work to grow our knowledge, sharpen our skills, and to bring great minds to the field of carbon removal.

Carbon180 is an equal opportunity employer and does not discriminate on the basis of race, color, gender, religion, age, sexual orientation, national or ethnic origin, disability, marital status, veteran status, or any other occupationally irrelevant criteria. Carbon180 continually seeks to enrich its staff and team culture. In particular, we're dedicated to broadening opportunities for individuals from demographic groups that are historically underrepresented in the sciences and in environmental advocacy. We're also committed to building an inclusive workplace culture where talented people of widely different backgrounds can thrive. We've adopted this commitment because we believe the inclusion of culturally diverse perspectives will improve our work and produce better societal and environmental outcomes for all, including historically disenfranchised communities.