

# Operations Associate

Washington, DC

## WHO WE ARE

We know that our climate goals can only be met by rapidly reducing emissions and removing the carbon that already exists in our atmosphere. [Carbon180](#) is a climate NGO with a vision to remove legacy carbon emissions from the atmosphere and create a livable climate in which current and future generations can thrive. Based in Washington, DC, we design and champion equitable, science-based policies that bring carbon removal solutions to gigaton scale.

## THE OPPORTUNITY

### Overview

Carbon180 is seeking an operations associate based in Washington, DC to provide overarching operational support to a nimble and quickly growing team. The ideal associate will help update our systems and processes to best support our team's work and evolution. Success in this role will look like understanding and managing the "operational nooks and crannies" of an ever-changing carbon policy world. Responsibilities span from people operations to financial management to strategic growth and systems. This role is made for someone who is excited about the people who make up an organization doing critical climate work — and how we keep the trains running on time. The associate will work closely with the senior operations associate and deputy director of operations.

### Major Roles + Responsibilities

#### People operations and organizational culture

- Support implementation of central recruitment and hiring systems and processes, leading execution alongside hiring managers
- Support recruitment through email outreach, job postings, and application review
- Support the rest of the operations team in onboarding all new hires, ensuring that they are set up for success
- Support implementation of mid-year and annual performance reviews
- Support operational human resources systems including payroll, managing and approving timesheets, time off, and employee leave
- Oversee vendors and contractors to ensure appropriate contracts and tracked, on-schedule payments
- Co-create and co-support professional development opportunities for Carbon180 staff members
- Create opportunities for staff to strengthen and actively build an equitable and inclusive team culture rooted in our core values

## Financial operations and grant management

- Support your fellow operations employees in completing accounting, expense coding, reimbursements, deposits, billing, and reporting at the end of every month
- Support the executive director and president in fundraising by tracking donations and sending acknowledgement letters to donors

## Internal operational responsibilities

- Manage Carbon180's physical office spaces including office administration, IT support, and supply management
- Support planning and execution of Carbon180 events such as team retreats
- Manage travel planning and logistics for Carbon180 staff members and external collaborators
- Ensure that information and resources are organized and accessible in Carbon180's Google Drive

## Compensation + Benefits + Perks

Carbon180 is deeply committed to providing competitive compensation and comprehensive benefits to our employees.

**The salary range for this position will be between \$75,000 and \$95,000, commensurate with candidate experience.**

Carbon180 prides itself on offering benefits and perks to our employees that illustrate how we live our values, including:

- 36-hour workweeks (we close at 1 pm every Friday) and dedicated no-meeting time each week
- Flexible work culture
- 4 weeks of PTO, 2 weeks of sick leave, and 5 floating holidays/personal days
- Paying 100% of medical/dental/vision insurance premiums for you and your dependents
- A quarterly health and wellness stipend

## WHO YOU ARE

Our ideal candidate believes deeply in our mission. Beyond that:

- **You build trust and leverage meaningful relationships to get things done.** People believe in your ability to accomplish tasks in a mutually beneficial, non-transactional way. You are both warm and demanding. You do the things you say you will do, hold others accountable, and support your collaborators in the pursuit of 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 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,” constantly on the lookout for new tools that teams can use to manage, organize, and execute great work. You lead complex projects seamlessly and fiercely. You effectively prioritize and track timelines, data, details, and other information.

- **You're a driver of results.** You set and achieve big goals. You inform decisions with data and stay focused on outcomes.
- **You excel on a small, nimble team and are happy wearing lots of hats.** You get energy from building the plane as you fly it. You remain flexible and operate comfortably in rapid-response conditions. Often, it's on ops to adapt to clear obstacles so our team can get the work done.
- **You're a growth-minded problem-solver.** You're energized by thinking up creative approaches to challenges. You bounce back quickly from setbacks and actively seek opportunities for professional development. You 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 delivering complex information to stakeholders, you know that clarity, timing, and format matter.
- **You're a systems thinker and creator.** You thrive in situations that demand the creation of order and structure out of ambiguity. You design efficiency—maximizing systems and processes while keeping the user's needs front and center.
- **You're high impact, low-ego, and kind to yourself and others.** You choose optimism and assume the best. Our core values resonate with who you are and how you believe teams should operate.

Preferred:

- 0-4+ years of prior relevant experience in operations, ideally in a high-performing nonprofit and/or start-up team
- Excellent analytical, communication, and organizational skills
- A track record of project management, including internal and external projects with numerous moving parts and people
- Knowledge of and/or experience in human resources and a desire to grow into coaching and managing others
- Experience in a fast-paced environment with a knack for connecting people, ideas, and impact

We currently require that all employees that plan to enter a Carbon180 office or otherwise meet in person with coworkers or other third parties on Carbon180 business are fully vaccinated against the COVID-19 virus. Accordingly, this role may require full COVID-19 vaccination (subject to any exemptions or accommodations due to medical or religious reasons).

## TO APPLY

To apply for the role of operations associate, please submit an application [here](#) by Monday, March 21, 2022.

On the application, you'll be asked to

- answer some basic questions about your background/experiences;
- 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, and;
- attach your resume via email as prompted by the application form.

If you have any questions or difficulty submitting an application, please email us at [hiring@carbon180.org](mailto:hiring@carbon180.org).

## INTERVIEW PROCESS + TIMELINE

- Applications are being accepted between February 28, 2022 and March 21, 2022.
- There will be three rounds of interviews throughout March and April.
- We anticipate extending an offer in early- to mid-May 2022.

## 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 and 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 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 staying up to speed on the science of our field. We work to grow our knowledge, sharpen our skills, and 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.*