

Communications 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 a communications associate to help our growing organization champion carbon removal policy. This role is focused on bringing the C180 brand to life and helping shape the narrative on carbon removal. This communications associate will work across all of Carbon180's program areas, splitting their time between writing and editing published content and supporting our public affairs work, which includes media engagement and events.

As a storyteller and sharp writer, this communications associate will distill complex ideas into clear and compelling messages and be responsible for communicating them to a variety of audiences, from policymakers to the media. The associate will edit blogs, reports, and newsletter content, craft pitches to reporters, project manage events, and draft talking points, all with an eye for the perception and impact of the C180 brand in the field of carbon removal. This person will deliver thoughtful edits that marry inspiration and accuracy and refine the structure of various forms of writing. They have a track record of building relationships as a trusted ambassador for an organization and its mission. This role will work closely with the entire communications team, reporting to our senior communications associate specializing in public affairs.

Major Roles + Responsibilities

- Work alongside C180's communications team to execute communications strategy, vision, and goals
- Write, edit, and provide story support for Carbon180 publications including fact sheets, blogs, and reports that inspire, educate, and build trust with our core audiences
- Draft materials that support the government affairs team's advocacy efforts, including email copy, social posts, and op-eds
- Support the media relations program by building relationships with reporters, responding to inbound inquiries, crafting story angles, and collaborating with our agency partner
- Ideate, write, and edit content and track metrics for Carbon180's policy-focused newsletter, *The Deep End*, and other channels

- Support the ideation, planning, and promotion of events that showcase C180 thought leadership, elevate voices across the field, and align with our core values

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 communications associate believes deeply in our mission. Beyond that:

- **You are a creative thinker and storyteller.** You are comfortable turning a few bullets into a strong narrative that inspires action, unafraid to ask hard questions to get to the heart of the story, and able to see three steps ahead.
- **You like to write — and you're good at it.** People go to you to help them convey complex ideas in a captivating manner and in the right format, from delicately crafted emails to longer-form writing.
- **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 are on top of things and roll with the punches.** People trust you not to drop balls, miss deadlines, or forget to respond to someone's inquiry. You thrive in situations that demand you create order out of chaos, and you're not afraid to learn new things. You remain flexible in rapid-response conditions, whether a reporter has a tight deadline or a panelist drops out of an event at the last minute. Often, it's on us to move gracefully to problem solve, rearrange timelines, and uphold brand values externally.
- **You are a confident speaker and an even stronger listener.** You recognize that oftentimes, in order to build consensus or organize a team, asking the right questions and listening is the most powerful skill you have. You're comfortable in conversation with a variety of stakeholders, and can translate ideas across audiences and modes of communication in an organized, thoughtful way.

- **You're high impact, low-ego, maintain a sense of humor and optimism, and are kind to yourself and others.** You take a collaborative, consistent approach to work. You know that the way you show up each day impacts the people around you, and you're committed to being someone who brings up the "positivity quotient" of the team.

You will also need:

- 0-4 years experience in communications, marketing, journalism, government affairs, or a related field
- Excellent communication skills, with proven writing, editing, proofreading, and storytelling prowess
- A track record of sustained, high-quality work in fast-paced environments
- Deft project management skills, with a knack for staying organized and working across multiple competing projects and timelines
- Excellent interpersonal and listening skills and the ability to positively represent the organization and its mission
- A healthy dose of climate rage and the determination to do something about it
- Experience with AP Style or adapting tone to various audiences and platforms is a plus

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 communications 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.

After the application deadline, we will review all applications and follow up with candidates to move through our interview process.

If you have any questions or difficulty submitting an application, please email us at 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.