Managing Communications Associate, Creative
Remote

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 managing communications associate specializing in creative content to support the organization in championing carbon removal policy. This person is a designer and copywriter who will operate across all communications workstreams. They should be experienced in translating technical information into accessible visuals, a sharp writer, and comfortable adapting their creative approaches to meet the needs of various audiences and platforms. They'll be responsible for both managing and executing designed and written deliverables that span the organization’s programs. This role will report to our deputy director of communications focused on content and brand.

This person will serve as a Carbon180 brand steward, embodying our visual and written identity and helping to refine our creative strategy. They should be as comfortable setting the vision for a project as they are executing it, and have experience working with email/newsletters, websites, blogs, social media, and report layout. They must be excited about conveying dense information in unexpected ways, have a strong knack for storytelling, and be a keen project manager. Experience managing others is a plus but not necessary.

Major roles and responsibilities

- Work alongside Carbon180’s deputy directors of communications and the communications team to set strategy, vision, and goals for the creative direction and execution of the Carbon180 brand and its visual and written products.
- Identify opportunities within our work and across the field where infographics and illustrations can aid and elevate our communications goals.
● Lead the creative process for visual assets across platforms including for our newsletters, website, blogs, social media, and thought leadership products.
● With a pulse on the field and deep understanding of CI80’s positioning, support writing creative copy across our channels that informs, engages, and might even make you smile.
● Manage the design direction and creation of reports and white papers, including layout and graphics, with story and impact top of mind.
● Lead website management, creating new visuals, updating our interactive tools as needed, and ensuring the website is welcoming, up to date, and engaging.
● Create educational materials including fact sheets, one-pagers, and infographics on a range of topics for different audiences.
● Support the story- and copyediting of longform publications, including blogs and policy deliverables, across subteams.
● Ensure that Carbon180 style guidelines are implemented across deliverables to maintain brand integrity.

YOU WILL NEED

● 4+ years in graphic design, digital marketing, communications, and/or a related field.
● To be a seasoned designer with proven experience with Adobe Suite (3+ years experience with Illustrator and InDesign required).
● Experience building and managing digital creative assets and interactive tools.
● Sharp written communication skills, including writing and editing prowess and the ability to adapt voice and tone for various audiences.
● A track record of sustained, high-quality work in fast-paced environments.
● Experience as a project manager with a knack for staying organized and working across multiple competing projects and timelines.
● A healthy dose of climate rage and the determination to do something about it.

WHO YOU ARE

Our ideal managing communications associate believes deeply in our mission. Beyond that:

● Your pictures say a thousand words. You can quickly research, understand, and translate technical subjects. You use your storytelling skills to elevate work in a way that inspires action.
● Your voice shines on the page. People go to you to help them convey complex ideas in a compelling manner and the right format. Clear branding guidelines make your heart sing.
● You move fluidly from strategy to execution. You appreciate the big picture and feel inspired to set a bold vision, but you know it’s all in the details. You manage projects fluidly, fiercely prioritize, and track timelines, data, and information in an organized and systematic fashion. You don’t drop balls, miss deadlines, or forget to respond to someone’s inquiry — and you’re not afraid to roll up your sleeves to do the work.
● You inspire and motivate others. You leverage your storytelling skills to elevate the impact of our work in a way that drives others to action.
● You don’t opt out of diversity, equity, inclusion, belonging, and justice (DEIBJ) conversations, even when they are uncomfortable. You are committed to working at an organization that centers DEIBJ and willing to learn and grow your literacy in this space.
• **You excel on a small, nimble team.** You are flexible, comfortable with ambiguity, have a quick bounce-back time after a setback, and get energy from building the plane as you fly it. You’re willing and excited to pitch in to support wherever needed to help the team achieve its goals, even if it means stepping outside of your “lane.” You hold others to account, challenge assumptions, and support others in pursuit of our shared goals.

• **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.

**WHAT WE OFFER**

Carbon180 is deeply committed to providing market-leading compensation and robust benefits to our employees. Our salaries are in the 70th percentile of the Washington, DC market. We employ an external firm to conduct market analyses every three years and are committed to safeguarding internal salary equity. For those reasons, we have a non-negotiation policy on salaries.

**The starting salary for this position will be $116,600 with opportunities for growth up to $157,400.**

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.
- A remote–first flexible work culture.
- Four weeks of PTO, three weeks of paid org-wide breaks including one week in the summer and two weeks in the winter, four weeks of sick leave, and five floating holidays/personal days.
- 100% company-covered insurance premiums for medical/dental/vision/term disability for you and your dependents.
- Quarterly health and wellness, book, and learning and development stipends.

**TO APPLY**

To apply for the managing communications associate role, please submit an application [here](#) by Friday, October 13, 2023. If you have any questions or issues submitting your application, please email us at [hiring@carbon180.org](mailto:hiring@carbon180.org) and we will be happy to assist you.

On the application, you’ll be asked to

- answer some basic questions about your background and 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,
- upload your resume for review, and
- include a link to your portfolio/website in your resume OR upload one or two samples of recent design work you’re proud of.
Interview process and timeline

- Applications are being accepted and reviewed through October 13, 2023.
- There will be three rounds of interviews in October and November.
- We anticipate extending an offer in November.

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).

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 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.*