

Associate, Carbon Business Council

Full-Time | Remote

The Carbon Business Council is a nonprofit trade association of more than 100 companies unified to restore the climate. Our coalition members are innovators focused on solutions to remove, commercialize, and manage carbon dioxide. Companies work together to protect our planet, stimulate the economy, and grow the carbon management industry.

We're hiring an Associate for a full-time position. Join us to responsibly scale a rapidly growing industry and to help reverse the impacts of climate change. We believe diversity, equity and inclusion is key for the success of carbon management. We welcome candidates of all gender identities, races, sexual orientations, physical or mental abilities, ethnicities, religions, ages, and perspectives to apply.

About The Role

The Associate is an integral team member for the Carbon Business Council, reporting to our Associate Director. The ideal candidate is a strategic and creative thinker, with a proven ability to initiate, manage, and complete projects. We value nimbleness: we are an agile team that is responsive to marketplace developments and the news cycle.

Primary Responsibilities

Coalition Management: Support management of our 100+ company coalition. This includes supporting monthly membership meetings, working group meetings, and more.

Special Projects: The Associate will have the opportunity to lead on special projects, including the rollout of an online training program for community engagement.

Member Communications: Engage with coalition members through regular communications. This includes identifying and sharing the latest carbon removal news on a daily basis.

Social Media Posting: Maintain social media channels for the Carbon Business Council, with routine posting on carbon management news.

Newsletter Management: Produce and manage a newsletter, shared biweekly with the carbon removal community. This includes general database management.

Event Planning: Lead on event planning for virtual and in-person events, including for major climate conferences like COP28.

Content Creation: Prepare content, including briefing materials for partner meetings, blog posts, white papers, and more.

Required Qualifications

- Creative and strategic thinker with the proven ability to translate ideas into action.
- Strong verbal and written communication, including conveying ideas clearly and concisely.
- Ability to work effectively within complex environments and across racial, ethnic, cultural, or other lines of difference.
- Experience with project management, with successful examples of completing projects.
- Self-starter, with an aptitude for being organized and strong time management skills. Flexible and able to pivot quickly to respond to fast-breaking assignments.
- At least one to two years of experience working in public policy, public affairs, communications, coalition management, or related fields.
- Proficiency in written and spoken English.
- Authorization to work in the United States.

Desired Qualifications

- Prior experience and/or demonstrated interest in climate change and carbon removal.
- Social media and/or newsletter management experience.
- Familiarity with online tools like Hubspot, Slack, Canva, DocuSign, and Squarespace.
- Experience planning and executing events, such as conferences.

Location & Hours

Our team is fully remote and we work on US East Coast (EST) hours. Occasional travel may be required for conferences, events, and team meetings.

This position will require you to work at a computer for multiple hours at a time. We value work/life balance. Due to the nature of news, however, this role will sometimes require work outside traditional hours.

Salary

The salary is \$45,000-\$55,000 annually, commensurate with experience. This is a full-time position for 40 hours a week. The Carbon Business Council benefits package included paid vacation, personal and sick leave, paid time off for major federal holidays, health insurance, employer contributions to a retirement plan, and more.

To Apply

To apply, please send a resume and short cover letter about your background and why you are interested in the position to info@CarbonBusinessCouncil.org by Friday, August 4th. Due to the volume of submissions, we unfortunately cannot respond to all emails.

The Carbon Business Council is committed to a diverse and inclusive workplace and considers qualified candidates for this position without regard to age, sex, ethnicity, religion, disability, sexual orientation or gender identity, military/veteran status, or other basis prohibited by law.