

Associate, Carbon Business Council

Full-Time | Remote in the U.S.

The Carbon Business Council (CO2BC) is a global coalition of more than 100 leading companies and nonprofits advancing carbon management. CO2BC champions the role of carbon management in driving economic growth and creating a more prosperous planet. The Council connects carbon removal innovators, shapes smart policy, and accelerates market development across sectors and continents.

We're hiring an Associate for a full-time position. Join us to support our global coalition and to help advance carbon removal, an essential pillar of climate action that stands alongside the important work of reducing emissions and preparing for the impacts of climate change. Carbon removal is the process of removing carbon dioxide from the atmosphere and durably storing it in the biosphere, geosphere, ocean, or long-lived products.

CO2BC is an Equal Opportunity Employer 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. CO2BC is an initiative of the Carbon Business Development Council.

About The Role

The Associate works across the Carbon Business Council to support our efforts in ecosystem building, strategic communications, and policy engagement. The ideal candidate is able to balance multiple projects and has a meticulous attention to detail. We value nimbleness: we are an agile team that is responsive to political and marketplace developments.

Primary Responsibilities

Coalition Support: Working in partnership with our team, help support coalition management. This includes on-boarding and renewing members, database management, and supporting coalition activities.

Policy & Media Engagement: Track and share carbon removal policy and ecosystem developments. Support on preparing policy briefs, policy publications, and responses to government RFIs.

Communications: Support external and internal communications, including drafting regular update emails to coalition members. Communications also includes updating the website, crafting press releases, and supporting social media posting.

Events: Help the team to plan events during flagship moments like COP and Climate Weeks.

Special Projects: The Associate will support special projects, including ongoing support for working groups within our coalition.

Required Qualifications

- Self-starter, with an aptitude for being organized.
- Strong written and verbal communication.
- Time management skills, ideally including project management experience.
- At least one year of work experience.
- Proficiency in written and spoken English.
- Authorization to work in the United States.

Desired Qualifications

- Prior experience and/or demonstrated interest in carbon removal and/or climate change.
- Experience with event planning.
- Experience with social media or other forms of communication, such as media relations.
- Familiarity with online tools like Hubspot, Slack, and Squarespace.

Location & Hours

Our team is fully remote and we work on US East Coast (EST) hours. Occasional travel will be required for conferences, events, and team meetings. The Associate must reside in the United States.

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 for this position is competitive, commensurate with experience. This is a full-time position for 40 hours a week. The Carbon Business Council benefits package includes paid vacation, personal and sick leave, paid time off for major federal holidays, health insurance for U.S.-based employees, employer contributions to a retirement plan, and more.

To Apply

To apply, please send a resume and cover letter about your background and why you are interested in the position to info@CarbonBusinessCouncil.org. **Please include “Associate” in the subject line.** Applications will be accepted on a rolling basis. Due to the volume of submissions, we unfortunately cannot respond to all emails.