

## **Communications Coordinator**

**Location:** Mexico

### **Job Purpose and Background**

Are you passionate about communications and the environment? Are you looking for a role that gives you the opportunity to apply these interests and skills in a fast-moving and growing initiative at the cutting edge of corporate climate action?

The Science Based Targets initiative (SBTi) has an exciting opportunity for a full-time Communications Coordinator, reporting to the Director of Communications.

The ideal candidate will be detail-oriented with strong interpersonal skills and the ability to work autonomously as well as part of a global, cross-partner team. You will provide administrative support and roll out and maintain processes and systems that support the efficient and productive running of the team.

This is a unique opportunity for a well organized and ambitious professional looking to take their next step and join a dynamic, fast-growing and global initiative.

### **About the Science Based Targets initiative**

The Science Based Targets initiative (SBTi) is a global body enabling businesses and financial institutions to set ambitious emissions reductions targets in line with the latest climate science. It is focused on accelerating companies across the world to halve emissions before 2030 and achieve net-zero emissions before 2050.

The initiative is a collaboration between CDP, the United Nations Global Compact, World Resources Institute (WRI) and the World Wide Fund for Nature (WWF) and one of the We Mean Business Coalition commitments. The SBTi defines and promotes best practice in science-based target setting, offers resources and guidance to reduce barriers to adoption, and independently assesses and approves organizations' targets.  
[www.sciencebasedtargets.org](http://www.sciencebasedtargets.org) @sciencetargets

### **Key responsibilities**

#### **Communications team coordination - 50%**

- Work closely with the Communications Director and the rest of the SBTi communications team to ensure a holistic and well organized approach to planning and activity.

- Manage the logistics of all communications team virtual and in-person meetings including scheduling, invites, agendas and minuting, including meeting notes and actions.
- Work closely with the Senior Communications Managers to ensure the communications grid, planner and Asana is kept up to date.
- Act as the communications team representative for new processes and systems.
- Manage procurement of relevant contractors including designers, printers, photographers, etc.
- Organize and maintain the communications team folders to ensure accessibility.
- Support the creation and review of annual communications budget forecasting and invoicing.

### **Communications delivery support - 50%**

- Manage news subscriptions to ensure all relevant SBTi colleagues are receiving relevant insights from key news outlets.
- Develop and manage a system to manage internal and external queries addressed to the SBTi communications team.
- Support with event planning and delivery, including managing the events grid, securing attendance and badges at key events, including COP, webinar management, arranging speaker briefings and coordinating speakers and attendees.
- Create materials to support the delivery of SBTi's communications, including presentations and newsletters.
- Make day-to-day updates to the SBTi website, such as new job postings, in close collaboration with the Digital Content Producer.
- Manage the receipt and circulation of news and media cuttings and monitoring reports to key internal stakeholders.
- Support the development and maintenance of communications team objectives and key results (OKRs) and key performance indicators (KPIs).
- Champion the SBTi Brand.

### **Skills and experience**

#### ***Essential***

- Demonstrable high attention to detail and organizational skills.
- Ability to problem solve independently.
- An understanding of and desire to work to promote corporate sustainability.
- Excellent team player and the flexibility to work across the business and with global offices.

- Excellent time management skills and an ability to meet deadlines under pressure and manage multiple project and stakeholder demands simultaneously.
- Fluency in written and spoken English.

### **Desirable criteria**

- Experience working as part of a global team.
- Experience working for not-for-profit organizations.
- Proficiency in languages other than English.

### **What we offer**

- Working in one of the most successful and fastest-growing initiatives driving climate action;
- Exciting and challenging tasks in a dynamic, international, innovative, and highly motivated team;
- Training and development;
- Attractive holiday package.
- Attractive NGO compensation.

### **How to apply:**

Please apply in the following link: <https://forms.gle/hM7AcbjqCLyTcSwQ9>