

Name of the Position: Operations Coordinator, Impact Department

Location: Remote - This is a full-time role based in the UK

Job Purpose and Background:

The Science Based Targets Initiative (SBTi) is seeking an **Operations Coordinator** to support the operational and administrative processes of our rapidly growing Impact Department. This role involves developing and operationalizing the department's work plan, implementing a project management system to track tasks, goals, and milestones, managing internal reporting on the department's objectives and key results (OKRs), coordinating logistics, and providing administrative support for major internal and external events, communicating effectively with other departments, and supporting team culture.

This position will report to the Senior Manager of Impact Operations

This role plays an important part in enhancing the Impact Department's capacity to meet organizational objectives, support the Chief Impact Officer and new team members, and improve team efficiency and effectiveness.

You are a great fit for this role if you are highly organized and have a knack for taking initiative and proactively anticipating needs. Ideally, you love to convert chaos into efficient systems and processes, you can communicate effectively and professionally with all types of stakeholders, and you are interested in growing your understanding of corporate climate action.

About the SBTi:

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

The SBTi defines and promotes best practices in science-based target setting, offers resources and guidance to reduce barriers to adoption, and independently assesses and approves companies' targets.

For more information, please visit www.sciencebasedtargets.org

About the Impact Department:

The Impact Department plays a crucial role in engaging stakeholders across the corporate, financial, and NGO sectors to promote the work of SBTi and support the development and refinement of the SBTi's standards, to advance ambitious corporate climate action to achieve emissions reductions at scale.

The department has one of the broadest remits among those within the SBTi, as it is responsible for delivering SBTi's organizational strategy, fundraising and cultivating donor relationships as the SBTi expands, facilitating stakeholder engagement groups and public consultations as part of the standards development process, soliciting feedback from the market on standards' relevance and implementability, strengthening partnerships to address systemic barriers to decarbonization, and integrating SBTi's standards within the broader climate action ecosystem to drive collaboration and harmonization.

Key responsibilities include:

- People and Culture Coordination and Support:
 - Support the department to promote a healthy and productive team culture, e.g. team-building activities, reward & recognition structures, and self-care ideas
 - Support recruitment processes and onboarding for new hires.
 - Support consultant procurement for various projects, routing contracts to the appropriate internal departments, ensuring the process is compliant with procurement procedures, and contracts/documentation are accessible
- Program Management and Team Operations:
 - Manage the scheduling and agenda of regular department and team meetings
 - Provide administrative support for ad hoc projects as required, ensuring they align with the Impact Department's overall objectives.
 - Manage various projects within the Impact Department, including arranging translations of key documents, reports, and communications materials, ensuring timely and accurate delivery.
 - Provide planning and logistical support for team offsites and in-person working sessions, e.g. securing venues, arranging travel, and managing contracts with any consultants or service providers.
- Events

- Provide administrative and coordination support for major international events such as COP (Conference of the Parties), Climate Week NYC, and other high-profile climate and sustainability conferences.
- Manage incoming event requests
- Reporting and Internal Communications:
 - Routine progress reporting, preparing reports and presentations to communicate the status of Impact Department OKRs to the wider organization on a monthly, quarterly, and annual basis.
 - Support the Chief Impact Officer in cascading key information to the department and across the organization as needed, consulting with other department stakeholders.

Essential skills and experience needed:

- Emotionally intelligent, can-do attitude, contributes to positive team culture.
- Proactive, self-motivated, and able to work independently in an international and multicultural remote work environment.
- Proficiency in project management tools, particularly Asana or similar.
- Highly organized, fast learner, and strong attention to detail.
- Excellent written and verbal communication skills.
- Results-oriented, able to handle multiple tasks and competing priorities.

Desirable criteria:

- Previous experience providing administrative support in a virtual environment.
- Familiarity with best practices in team and program management, including OKRs.
- Design sensibility can create polished presentations and work products.
- Demonstrated interest or experience in sustainability and/or climate action initiatives.

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;
- Competitive NGO Salary
- Training and development;
- Attractive holiday package.

The salary for this role will depend on location and experience level. **This is a full-time, 12-month contract position with the opportunity to extend.**

Interested candidates should be legally allowed to work in one of the countries specified.

The SBTi cannot sponsor working visas.

If you're interested, please apply [here](#).

SBTi is an equal opportunity employer - committed to building an inclusive workplace and diverse staff, where all can thrive. We welcome and strongly encourage applications from candidates of all identities and backgrounds, and do not discriminate based on race, color, religion, gender or gender identity, sexual orientation, national origin, disability, or age.

Research suggests that qualified women, Black, Indigenous, and Persons of Color (BIPOC) may self-select out of opportunities if they do not meet 100% of the job requirements. We encourage any individual who believes they have the skills and enthusiasm necessary to thrive in this role to apply for consideration.