Pipeline Associate  
Location: Mexico City

Job Purpose and Background:

The SBTi is looking for a Pipeline Associate position to provide foundational logistics support to the commitment and target setting processes for the Science Based Targets initiative (SBTi) core team on a daily basis.

As a result of successful collaborations, events, and various outreach and advocacy efforts, in recent months, the SBTi has seen a considerable increase in the pipeline of companies joining our initiative each month. The trend is expected to continue to increase, as the initiative continues to access new geographies and as our momentum builds.

In this context, the Pipeline Associate will support the operations of the global functioning of the SBTi. In addition to the day-to-day responsibilities, the pipeline associate is expected to implement process improvements to streamline and improve SBTi services, and support the wider strengthening of the SBTi operational model.

About you:

The ideal candidate is a proactive, fast learner who enjoys working in an international team, and has interests or experience working with climate change and sustainability. You are comfortable working with different digital tools, working independently to meet deadlines, and supporting colleagues with a variety of tasks.

About the SBTi:

The Science Based Targets initiative (SBTi) is a joint initiative between CDP, UN Global Compact, the World Resources Institute, and World Wildlife Fund, aiming to catalyze change towards a net-zero economy by driving the adoption of GHG emission reduction targets in the corporate sector that are consistent with the ambition required to limit global warming to 1.5°C. Over 1,500 of the world’s largest and most influential companies have joined the Science Based Targets initiative to date. Please visit www.sciencebasedtargets.org to find out more.

Key responsibilities include:
● Manage official SBTi inboxes and incoming queries from a variety of stakeholders;
● Support the pipeline manager in developing better materials to address queries, and provide attention for companies throughout the target validation journey;
● Perform due diligence and processing of incoming sign-ups, requests, and submissions from corporate audiences;
● Support the pipeline manager in improving the due diligence process, in coordination with other relevant teams;
● Proactive internal and external engagement across various teams, offices, and geographies to ensure a high quality customer experience, as well as an effective internal coordination to ensure continuous improvement of the overall SBTi processes;
● Oversee critical database and data management, entry and assurance processes;
● Support the pipeline manager in developing interactive reports for different stakeholders (internal and external) to increase transparency and engagement;
● Maintain and update internal operational materials and protocols;
● Support the wider transition to a new operational model, which could include support on finance, HR, or team coordination tasks;
● Support relevant team members in the transition to automatized operational processes, which may include supporting the transition to a CRM system or other software implementation projects;
● Ad hoc support (e.g. translations, mailouts, statistics and numbers for special events, FAQs update).

**Essential skills and experience needed:**
● University degree, ideally in International Relations, Business Administration, Political Sciences, Environmental Sciences, Sustainability, or related disciplines
● 2+ years relevant work experience conducting operational and administrative tasks effectively
● Experience in customer service and responsibilities that required high attention to detail
● Strong organizational skills to follow up on multiple tasks diligently
● Medium to advanced skills with the use of the MS Office Suite, Google Drive, IT platforms and technologies
● Process-oriented and fast learner
● Proactive and independent
● Advanced written and oral English skills
Desirable criteria:

- Prior working experience with CRM systems
- Data entry and processing skills
- Experience in an international workplace

This is a full-time role based in Mexico. The salary for this role will be dependent on location and level of experience. This role is a fixed-term contract for 12 months with the possibility of extension.

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 holidays to be determined based on location.

How to apply:

Please email your CV and a cover letter setting out how you meet the required skills and experience or key responsibilities, which should be no more than two pages together, to careers@sciencebasedtargets.org with Pipeline Associate followed by your first name and surname in the subject. The deadline for applying is Friday, September 10th.

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 on the basis of race, color, religion, gender or gender identity, sexual orientation, national origin, disability, or age.