SUMMARY
The Boston Green Ribbon Commission (GRC) seeks a staff member to provide administrative and logistical support, project management, and administrative coordination to the GRC core staff and working groups.

ABOUT THE GREEN RIBBON COMMISSION
The mission of the GRC is to accelerate the implementation of the Boston Climate Action Plan by convening, organizing, and enabling leaders from Boston’s key sectors. Through a unique, network-based structure, the group comprises 35 CEO members, their organizations and key staff, support organizations, partners – including the City of Boston – and consultants and project teams. When fully staffed the GRC has a full-time staff of three core staff, including this position. In addition, a Senior Advisor participates in the work on a two-thirds basis.

THE POSITION
Because the work of the GRC is accomplished through a web of networked relationships, there is a strong need for a superbly organized individual who can track and manage multiple workstreams; keep track of schedules and timetables; manage a large number of relationships at various levels of formality; help plan meetings and events and support their execution; manage calendars; prepare materials; draft emails; take meeting notes; and keep documents and virtual files organized. They will also support the meeting scheduling and calendars of the Executive Director, Deputy Director, and Senior Advisor, as needed.

The Administrative Coordinator will be engaged in all aspects of core GRC work for approximately 50% of their time. The GRC is currently executing on the first year of a five-year strategic plan, with multiple projects and work streams. In addition to supporting the substantive climate work, the Administrative Coordinator will work with the Executive Director, Deputy Director and Senior Advisor on key projects and with the Executive Director and Deputy Director in their management of the organization, including website upgrade and maintenance, membership management, communication strategy, fundraising, etc. The Administrative Coordinator will devote the other approximately 50% of their time to working with GRC collaborator Trust to support the GRC Collaborative Climate Action Planning project and the GRC Higher Education Working Group, along with other Trust client projects that are not GRC related.

The position is full-time and reports to the GRC Executive Director, but will be supervised by the leader of Trust in the case of specific workstreams.

The salary range is $55,000-$60,000 based on experience and qualifications.

OPPORTUNITY
The job offers an extraordinary opportunity to participate on strategy and tactics with key organizational leaders, experts, funders, NGOs, and policy makers across Boston and the Commonwealth to advance solutions on the urgent need to address climate change. It is truly a “bird’s eye view” with an exciting array of projects in a small, nimble, and hierarchically flat work environment; a great learning opportunity for someone interested in the climate field.
IDEAL CANDIDATE

The work is ideally suited to someone who is both highly organized and flexible, and who enjoys a great deal of variety in their work. The successful candidate will be someone who thrives in a purpose-driven environment and also has a sense of humor and patience. A grasp of the importance of relationship management, the ability to communicate clearly and concisely, and an interest in and some understanding of the challenges of climate change are all important. Experience in, or a working knowledge of, the City of Boston is helpful.

REQUIREMENTS

- Bachelor’s degree and two years of professional experience in a business environment
- Excellent written and oral communication skills
- Strong attention to detail, such as spelling, grammar, people’s names and titles, scheduling nuances
- Strong digital skills including facility with Microsoft Office Suite, G Suite, social media platforms, WordPress, Zoom, and other standard business and meeting tools

CORE STRENGTHS (You will thrive in this position if you…)

Have a strong work ethic:
- Can anticipate next steps and take action to stay ahead of the curve
- Enjoy tackling the basics and paying attention to the details because you know that getting those things right is foundational to making an impact on a larger scale
- Are constantly raising the bar – you know that there is always room for improvement; you suggest better ways of doing things.
- Produce top-notch results.
- Engage thoughtfully in feedback: are open-minded about receiving feedback and candid in providing direct, constructive feedback to others.

Are an achiever and activator:
- Create orderly, efficient systems for managing your time, work, or resources.
- Find work naturally enjoyable.
- Have a great amount of work stamina and take satisfaction from being productive.
- Generate enthusiasm so people become eager to transform an idea into action.
- Are energized, not paralyzed, by ambiguity and multiple simultaneous demands, and exhibit a strong bias to action.

Want to be exposed to all aspects of climate change work in an urban environment
- Enjoy working with a wide variety of people and organizations across different projects.
- Are challenged by new intellectual concepts and complexities.
- Love to learn - always seeking to learn new skills and enhance existing skills.
- Your creative mind sees possibilities well beyond the commonplace, the familiar, or the obvious.

The Green Ribbon Commission is committed to diversity and inclusion. We believe that in order for us to be successful in our climate action work we need to be drawing on the widest possible pool of talent to unify excellence and diversity.

HOW TO APPLY

Please submit resume and cover letter to home@greenribboncommission.org by Sept 10, 2021. No calls, please.