

Position Description: Communications Coordinator

Position Summary

The Communications Coordinator will be responsible for promoting, and expanding engagement with, Climate Interactive's tools and events. This work will include: implementing email campaigns; managing Climate Interactive's social media accounts and website; leading multimedia content creation (e.g., graphics, videos); developing written outreach materials; and supporting live events and general program development.

This position would be a good fit for someone highly motivated to use their diverse communications and marketing capabilities to make a difference worldwide on climate change. The ideal candidate will be a detail-oriented self-starter who is skilled at reaching new audiences, supporting fast-moving projects with many moving parts, and presenting complex information in an accessible and user-friendly manner.

About Climate Interactive

Climate Interactive is a not-for-profit organization with global reach that creates and shares tools that drive effective and equitable climate action. Our tools make complex systems understandable so that decision-makers, NGOs, and citizens can understand how to best address climate change globally.

If you feel passionate about making a lasting, positive impact on climate change, this might be the role for you.

Together with MIT's Sloan School of Management, Climate Interactive builds real-time, interactive simulators using system dynamics that help leaders understand the impact of various scenarios and policy decisions on global temperature rise. The goal of these products is to support decision-making and bring transparency and education to people at all levels.

To date, Climate Interactive's simulators have been used by over 400,000 people in 128 countries, ranging from heads of state to bankers to students. Notably, Climate Interactive's simulators were recently used to engage and train over 130 members of the U.S. Congress leading up to the recent passage of the U.S. IRA Bill, and were quintessential tools used by the Obama Administration and the Chinese Government to help secure the 2015 Paris Climate Agreement.

Job Responsibilities

Outreach

- Develop and maintain website content and basic front-end infrastructure
- Build and maintain presence on Climate Interactive's social media channels (Twitter, Facebook, LinkedIn, Youtube)
- Create email campaigns that build audience engagement
- Support the development and implementation of large-scale marketing campaigns to launch new features, products, and services
- Contribute written copy to social media, email campaigns, blog posts, the website, and other deliverables
- Support or lead the development of graphics for social media posts, email campaigns, the website, and other materials
- Support the broader Climate Interactive Engagement Team in planning, coordinating, and facilitating virtual events
- Support the cultivation of strong partnerships to engage new audiences

Organizational Support

- Provide insight and recommendations to enhance the user experience of new features in our simulations, on the website, and for our apps
- Support the development of new curriculum and programs
- As needed, contribute written copy and support the development of graphics for grant proposals and grant reporting
- Stay current on relevant climate policy and scientific developments

Skills & Experience

- Proven experience growing social media presence and supporting or leading large-scale communications campaigns across multiple platforms
- Excellent copywriting and editing skills with acute attention to detail
- Good design sensibilities, with experience using Adobe Creative Cloud products or similar professional grade graphics and video software
- Comfortable facilitating virtual events and engaging with diverse, international audiences
- Quick to learn new software and technologies, with experience using WordPress, Mailchimp, and/or Salesforce preferred
- Proven experience working across multiple projects and delivering on-time, high-quality, error-free work
- Able to work independently in a remote environment and be highly productive
- Experience in the climate, sustainability, ESG, or energy fields preferred
- International or cross-cultural experience highly desired

Location

Remote. Outside of the U.S. possible, with the need to coordinate work hours to the East Coast US time zone. Climate Interactive has been a remote-first organization for over a decade.

Compensation

Climate Interactive offers a generous compensation package for this role. For employees eligible to work in the United States, the compensation includes:

- Minimum base salary of \$45,000-\$60,000, with exact compensation varying based on skills, experience, and location*
- 100% employer-paid health, dental, and vision insurance, including premiums and deductibles
- 3% automatic employer-paid retirement contribution (401K) plus up to an additional 3% match on employee contributions (401K or Roth IRA)
- Short- and long-term disability and life insurance
- Generous vacation, health, holiday, and leave policies

**Note: Disclosure required by sb19-085 for the minimum salary compensation range for this role if hired in Colorado.*

Reporting Structure

The Communications Coordinator reports to the Director of Engagement

Overtime Status

Exempt; full-time

How to Apply

Email a brief cover letter (approximately 250 words) and resume to careers@climateinteractive.org. Please include your social media handle(s).

Hiring Statement

Climate Interactive is a project of New Venture Fund (NVF), a 501(c)(3) public charity that incubates new and innovative public-interest projects and grant-making programs. NVF is committed to attracting, developing and retaining exceptional people, and to creating a work environment that is dynamic, rewarding and enables each of us to realize our potential. NVF's work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.

COVID-19 Policy

To center the safety and well-being of its employees, New Venture Fund requires that any employee who is required to conduct in-person activities for their job must be fully vaccinated against COVID-19 within four weeks of their start date. This position may require candidates to be fully vaccinated against COVID-19. Accommodations may be sought and approved in accordance with the law by contacting human resources at HR@newventurefund.org.