



green
strategies, inc.

Energy & Environmental
Business Strategy

ASSOCIATE/MANAGER JOB DESCRIPTION

Position: Associate or Manager

Level: Early-career

Location: Washington, DC (hybrid, 1-3 days in office per week)

Reporting to: President

Benefits include: 21 days' annual leave and health insurance; 401k match program after one year of employment

Start Date: May or early June (open to discussion)

About Green Strategies

Green Strategies is a boutique sustainability consulting firm that provides advisory services to clients regarding corporate sustainability and energy and environmental policy. Our clients range from small cleantech firms to Fortune 500 companies.

The Position

Green Strategies is seeking a new Associate or Manager to both manage firm administrative operations and support client projects. This could be an entry level position for a strong candidate without substantive experience, or for a candidate with 1-3 years of comparable experience. In either case, candidates must demonstrate an interest in corporate sustainability, clean energy, and climate change. Candidates with more experience and expertise will be able to assume greater responsibility over client facing projects and deliverables.

While this role includes certain administrative tasks required for business operations, the role primarily includes substantive research, writing, and client management duties. Additionally, we support employee growth and exposure to sustainability and environmental matters, including participation in seminars and other relevant events and organizations.

Primary Responsibilities

Research and Project Management

- Undertake original research and writing on topics such as environmental and energy legislation, regulation, corporate sustainability trends, investor relations, and more;

- Collaborate with colleagues to complete client deliverables such as PowerPoint presentations, memos, blogs, and reports;
- Attend client meetings, take notes, and participate as experience of candidate deems appropriate;
- Expanding role on client projects is anticipated and subject to candidate expertise and experience.

Administration

- Assist in managing the President's schedule;
- Coordinate meetings and communication with clients;
- Work with firm's bookkeeper to manage and track financial operations (i.e., payroll, retirement contribution administration, insurance policy management, client invoicing, bookkeeping, etc.);
- Maintain and update Green Strategies website and social media presence.

Key Skills & Competencies

- Bachelor Degree in Environmental Studies, Public Policy, Economics, Business Administration, Corporate Responsibility, or other relevant fields;
- 0-3 years of work experience;
- Experience in a position with responsibilities relating to research, writing, corporate responsibility and/or or sustainable development is ideal;
- Excellent research and analytical skills;
- Ability to scope, design, and complete projects with little supervision;
- Proven ability to prioritize multiple tasks and deliver to deadlines;
- Enthusiastic team player, with a positive, proactive attitude;
- Proficiency with basic office software (e.g. Excel, PowerPoint and Word); familiarity with basic data analysis is a plus.
- Candidate must be authorized to work in the US.

Other Details

Interested candidates should submit a CV and cover letter addressing the position requirements to Liana Biasucci, at liana@greenstrategies.com. Applications will be received until the position is filled. Please send your materials ASAP. Selected applicants will be asked for references and a writing sample before final selection. Compensation for this position is commensurate with experience and qualifications, with a minimum starting salary of \$50,000 per year.

Green Strategies, Inc. is an equal opportunity employer.