

CORPORATE SUSTAINABILITY CONTRACTOR

Sustainable Business Consulting (SBC) are strategic advisors that inspire and empower business to drive positive impact. We are a dynamic, highly-collaborative team that has been recognized as a B Corp Best for the World three out of the last four years.

We are looking for a hard-working, team orientated individual with a “can-do” attitude to fill a 6-month part-time contractor position to support our team. This position will have multiple facets including: GHG inventories, data analysis, market and industry research and benchmarking. Preferred candidate should have familiarity and experience with sustainability and business.

Job Responsibilities

- Data analysis, management and computation to support GHG inventory work
- Market research and analysis with ability to summarize information into an executive summary
- Client support: attending meetings, taking notes and distributing minutes
- Create content and design for presentations
- Senior staff support
- Office support and administrative duties as needed

Qualifications

- Demonstrated experience with sustainability as it relates to business
- Attention to detail
- Advanced Microsoft Excel skills
- Self-motivated individual willing to go the extra mile when needed
- Ability to work with a small team in a fast-paced work environment
- Willingness to attend events and represent SBC

Job Specifics

- 24 hours each week in the office
- Specific hours are flexible, but expectation is to be in office 3 days/week
- Base compensation of \$35 hour + 20% commission on any new clients brought in
- Position starts Feb of 2019, with initial interviews to take place late January

Application Details

No phone calls. Please email your resume, cover letter stating your reason for working at SBC to: Katie Secrist at Katie [at] sustainablebizconsulting.com

APPLICATIONS DUE January 14, 2019

SBC goes above and beyond to cultivate an inclusive workplace. It is the policy of SBC to afford Equal Employment Opportunity (EEO) to all employees regardless of their race, creed, color, sex, age, national origin, disability or veteran status and to conform to applicable laws and regulations affecting all protected classes.