



Part-time Operations Associate (temporary)

Position Summary

Are you a problem solver? Would you enjoy collaborating with a global team? Can you move nimbly between granular details and big-picture discussions? Are you ready to put your wide variety of skills to work for something you believe in?

Global Footprint Network is seeking a temporary Operations Associate for the next four months, who has a passion for sustainability and a knack for problem solving. This is a four-month contract position during Global Footprint Network's transition to a new CEO.

The Operations Associate supports the interim CEO by handling a variety of tasks to ensure smooth operations within the organization and promote positive and productive relationships with staff, contractors, vendors, clients/partners, and stakeholders. Additionally, the Operations Associate is responsible for setting up projects, and supporting the organization's project delivery.

Reports to: Mathis Wackernagel, interim CEO and president

Location: remote, preferably in US. Bonus if in Oakland, CA where accounting function and senior staff are located

Hourly Rate: Determined by location and experience

Time commitment: 20 hours/week for four months

Responsibilities

Operations & Human Resources

- Support organization-wide operations activities including monthly or regularly scheduled meetings, and board meeting preparation
- Coordinate annual performance review process
- Support basic IT functions including email client, shared file network, hour tracking software, etc.
- Respond to email inquiries from the public and/or direct them to appropriate team members for follow up

Project Coordination

- Support CEO and Project Managers to produce and process contracts and licenses; coordinate with Accounting Manager to set up new projects, produce invoices, etc.

- Copy editing and quality control for external documents, project reports, and other materials
- Manage communication between our team, partners, and vendors for small projects and licenses
- With Communications team, support licensing and delivery process for Footprint calculator projects and data provision

Development and Fundraising

- Prepare and send donor acknowledgement letters
- Monitor organization's donor communications inbox and respond to donor inquiries
- Troubleshoot online donation platform errors
- Ensure that Salesforce records are kept up to date with individual donations from multiple sources

About You

Candidates with the following abilities and experience are encouraged to apply:

- A passion for sustainability and global resource issues
- Bachelor's degree
- 2+ years of professional experience preferred
- Written and oral communication skills
- Interest in developing and implementing systems
- Problem-solving abilities
- Driven and self-directed with high EQ; impeccable trustworthiness
- Prior experience with CRM tools a plus

Compensation

Hourly rate is determined by location and experience. We estimate 20 hours per week, with flexibility on work times. This position is remote, preferably in the US.

The position is limited to four months during Global Footprint Network's CEO transition. Pending plans and needs of the new CEO, the position could evolve into a permanent position.

Application

Please submit your resume and cover letter in a single PDF to jobs@footprintnetwork.org with "Application for temporary operations associate" in the subject line.

Global Footprint Network is an equal opportunity/affirmative action employer and encourages applications from all qualified applicants in good standing, regardless of race, sex, gender identity, age, disability, religion, national origin, sexual orientation, veteran status or record of arrest or conviction. We are committed to diversity, equity, and inclusion, and strive for a workforce that reflects the diversity of the world we live in.

About Us

Global Footprint Network is an international non-profit that promotes a regenerative economy by advancing the Ecological Footprint, a tool that makes sustainability measurable. The Ecological Footprint has become one of the most widely used sustainability metrics in the world and is the only tool that comprehensively measures human demand on the planet against what the planet can supply. It is increasingly used by governments and businesses to guide decision making in a resource constrained world. Join us in creating a future where people, planet, and ecosystems thrive.

For more information about Global Footprint Network and the Ecological Footprint visit:

www.footprintnetwork.org.