

Job Opportunity: Project Assistant

Southern California, Sacramento, Bay Area

This is a hybrid position (partially in-person). Most work can take place remotely from home and via video conferencing. Some meetings and activities will take place in-person.

About Better World Group

Better World Group (BWG) has been behind some of the nation's boldest climate policies and environmental strategies. We work across all sectors to develop forward-thinking, transformative strategies that address complex problems. Our clients - philanthropies, non-governmental organizations, and local and state government agencies - turn to us for our ability to craft and implement creative strategy, convene diverse stakeholders, and build consensus towards equitable and sustainable outcomes. BWG is a Latina-owned small business located in Downtown Los Angeles.

About the position

BWG seeks a project assistant eager to work on a variety of projects in one or more of the firm's practice areas including: Clean Transportation, Clean Energy, Racial Justice; and Equitable Conservation Planning. Our aim is to change systems by transforming culture to bring benefits, resources, and economic opportunities, to communities of color, especially climate and environmental justice communities. BWG's projects range from advising on clean energy development to developing strategies on equitable outdoor access, natural resource protection, community benefit agreements, leading state policy campaigns to accelerate clean transportation policies, to facilitating coalitions and processes that advance equitable, economic, and just policies in the face of a rapidly changing climate. The project assistant will gain a variety of skills integral to their development as an emerging environmental and climate advocate and policy professional. The project assistant will work both independently and as part of a team to craft thoughtful and strategic interdisciplinary policy and campaign approaches that will create equitable, healthy, and sustainable communities across the U.S.

Major areas of responsibility

- Conduct research and analyzes qualitative and quantitative data to inform policy proposals and to tell compelling stories
- Draft notes, presentation materials, reports and other client-related work products
- Support internal and external client-meeting coordination
- Provide technical support for virtual meetings and webinars
- Track local, state, and national policy issues
- Support materials preparation for business development efforts
- Administrative and marketing/communications tasks, as needed

Other duties

- Contributes to a work environment and culture that is centered on equity and belonging
- Ability and willingness to travel, as needed, to meetings and conferences throughout the state and possibly other locations

Experience

Candidates must have some work and/or volunteer leadership experience in one or more of the following:

- Clean energy and transmission
- Offshore wind
- Clean transportation
- Native Nations law and policy
- Climate and conservation policy
- Environmental and racial justice
- Public lands
- Climate change adaptation, policy

A bachelor's degree and a minimum of one year of relevant work experience is required.

Skills

Successful candidates must possess:

- Excellent written, interpersonal, and oral communication skills
- Strong research skills including identifying, organizing, and analyzing data
- Fluent with Microsoft Office (Word, Excel, PowerPoint, Outlook), video conferencing software (Teams, Zoom)
- Must be detailed oriented and organized
- Experience with Adobe Creative Suite, social media platforms and online design and web development platforms (e.g. Squarespace, Canva)

Compensation

This position is full-time (40 hours/week) for one year, with the possibility to extend. This position will be remote with opportunities for in-person meetings and events.

Starting Salary Range: Salary based on experience; \$55,000 to \$64,000 annually.

Benefits: Health, vision and dental insurance premiums covered at 100% for employee as well as Life and Long-Term Disability Insurance and a Flexible Spending Account option (pretax benefits used for unreimbursed medical expense, family care etc.) We provide a 3% annual salary match immediately to your 401(k)-retirement plan. Vesting occurs after the first year.



Paid time off: 15 vacation days, 15 paid holidays (11 federal, César Chávez Day, Juneteenth, Indigenous People’s Day; and 1 additional day from a list of inclusive cultural, religious holidays or your birthday), and 5 paid holiday days for the last week of December from Christmas to New Year’s.

Additional benefits: We provide an annual professional development budget starting at \$300. For staff who anticipate commuting to Better World Group’s office, we pay for Metro Rail Passes, this includes Metrolink and Amtrak.

BWG is an equal opportunity employer; all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or any other characteristic protected by law.

Application Process

To apply, please submit the following materials as a single PDF document to HR@estolanoadvisors.com with “BWG – Project Assistant” in the subject line. No phone calls please.

1. Cover letter
2. Resume
3. Writing sample (if part of a group project, indicate sections written by the applicant)
4. Presentation sample
5. Three professional (preferred) or academic references

Applications will be reviewed on a rolling basis beginning June 21, 2023. Interviews will be held on a rolling basis until filled.

Better World Group requires all employees to be fully vaccinated for COVID-19, absent a legal exception for reasonable accommodation. Unvaccinated new hires have a 30-day grace period after their start date to get fully vaccinated or, if eligible, obtain a reasonable accommodation.