



Job Announcement

Embodied Carbon & Biobased Materials Project Manager Carbon Neutral Cities Alliance

Applications will be accepted until the position is filled

Position Type:

This is a three-year, project-based position: January 2021 - December 2023. Full-time (40 hours/week). Standard workday is 9:00-6:00, with flexibility for events and travel.

Location:

Can be based anywhere in Europe. Must have access to work space/home office, with strong WiFi/internet and phone connectivity (with approved costs to be reimbursed by CNCA).

Salary Range:

€60,000-100,000/year, commensurate with experience and location, plus benefits.

Position Description:

The Carbon Neutral Cities Alliance (CNCA) Embodied Carbon & Biobased Materials Project Manager at the Carbon Neutral Cities Alliance (CNCA) will manage CNCA's three-year project "Dramatically Reducing Embodied Carbon in Europe", which aims to foster widespread adoption of ambitious local, national and regional policies that will reduce embodied carbon and increase the uptake of bio-based materials in the built environment in Europe.

Moving the needle on emissions from building materials in Europe will require action at multiple levels: leading and "fast follower" cities need to adopt and implement policies that advance the rapid adoption of low carbon building materials and send signals to the market. National governments need to adopt similar policies that will scale the demand and drive much greater market demand. Ultimately, the EU needs to adopt an ambitious regional policy or policies to dramatically shift the system. Civil society and industry leaders play a key role by calling for policy change. Industry also creates low-carbon building materials, and develops real examples of low-embodied carbon buildings. Thus, we believe the following four activities are needed to achieve the largest possible impact at this stage:

Over the next three years, the "Dramatically Reducing Embodied Carbon in Europe" Project will:

1. Identify and recruit European cities poised for ambitious policy development, adoption and implementation;
2. Foster the adoption of ambitious embodied carbon and biobased material policies in 10-20 cities (plus an additional 25 "fast follower" cities poised to adopt similarly ambitious policies shortly thereafter);



3. Advocate for national level policy adoption in five European countries; and
4. Build a coalition of cities, national-level stakeholders, industry and civil society groups to advance EU-level policy adoption.

Responsibilities:

The Embodied Carbon & Biobased Materials Project Manager will oversee this work, including the successful implementation of Project activities, city recruitment, city and partner relationship management, , project reporting, ensuring the project stays on budget, and monitoring and evaluation. Specific responsibilities include:

- Manage and oversee effective implementation of Project's day-to-day activities
- Serve as lead contact for participating cities, partners and funder
- Lead work on recruiting cities and local industry partners
 - Develop all materials in connection with recruitment
 - Manage individual dialogues between the Project and cities/industry partners
 - Design and send out surveys
- Manage partner relationships and ensure partners are producing quality deliverables
- Track Project progress and key performance indicators (KPIs)
- Write quarterly and annual grant reports
- Manage project communications (with support from CNCA's Communications Director)
- Schedule and coordinate logistics for Project-related meetings, workshops, calls, and webinars (with some support from CNCA's Program Coordinator)
- Write meeting reports and minutes
- Oversee small grants to participating cities and/or local partners (with support from CNCA's Fund Manager)
- Identify opportunities to share the work of the Project with the broader community (through conferences, articles, etc.)

Required Skills:

- In-depth understanding of:
 - Embodied carbon and bio-based materials in the built environment
 - Cities and sustainability and/or climate change
- Ability to work well with local, state and regional governments and industry and NGO partners
- Highly organized
- Excellent writing capabilities
- Analytical skills
- Ability to work independently and as part of a remote team using connectivity platforms
- Bachelor's degree or commensurate experience in related field
- Familiarity with Gmail and Google Drive, Word, Power Point, and Excel
- Ability to travel nationally and internationally 4-6 times/year (once travel becomes possible)



About the Carbon Neutral Cities Alliance:

The Carbon Neutral Cities Alliance (CNCA) is an international network of leading cities working to achieve carbon neutrality well before 2050—the most aggressive GHG reduction targets undertaken by any cities in the world. The Alliance aims to address what it will take for leading global cities to achieve these deep emissions reductions and how they can work together to meet their respective goals more efficiently and effectively. More information about CNCA can be found at <http://carbonneutralcities.org>.

CNCA is a fiscally sponsored project of Urban Sustainability Directors Network (USDN), a 501(c)3 not-for-profit organization. USDN is an Equal Opportunity Employer. We are committed to equal treatment of all employees without regard to race, national origin, religion, gender, age, sexual orientation, veteran status, physical or mental disability or other basis protected by law. More information about USDN can be found at <https://usdn.org>.

To Apply:

Send cover email, resume and two references, with “Embodied Carbon & Biobased Materials Project Manager” in the subject line to jobs@carbonneutralcities.org. Applications will be accepted until the position is filled.