

CHANGE MANAGEMENT COORDINATOR

ABOUT GREENERU

GreenerU helps institutions navigate the organizational, operational, and infrastructure changes required to reach climate neutrality through planning, engineering, and implementation. We're in this because we care—about the planet, about our clients, and about each other.

Since 2009, GreenerU has become a vital and active partner with more than 50 educational and community institutions that are looking to see significant progress in the fight against climate change. We recognize that educational institutions are vibrant places of learning, with many moving parts and a collective interest from students, faculty, and staff, and community members to push the envelope, while also recognizing that an institution's buildings can be tools for learning.

At GreenerU, we envision educational and community institutions leading the world in mitigating climate change. Our mission is to help our clients achieve climate neutrality and sustainable operations. We are looking for committed and passionate people to join our team.

THE POSITION

GreenerU seeks a skilled group facilitator who has experience working in complex organizations such as colleges and universities. The ideal candidate will be adaptable to the ever-flexible consulting world, passionate about sustainability and climate justice, and excited about working with a fast-paced team of charismatic individuals.

The ideal candidate can manage and maintain strong relationships and is a clear and concise communicator. This person should be unafraid to take new approaches, operates with a sense of urgency, and seeks to make real change happen.

This person will support any array of projects depending on the needs of our clients. Examples of past work include climate action plans, energy master plans, sustainability strategic plans, communication and engagement initiatives, AASHE STARS support, and behavior change programs. This person must embrace a growth mindset, is quick on their feet, and capable of supporting the fast-paced deployment of programs or projects that will help clients meet their goals on their path to just and sustainable operations.

The Coordinator for Change Management will report to GreenerU's Director of Change Management, with project-level reporting to the Program Manager of Change Management. This role can be

performed remotely, but a hybrid model is preferred with availability to work in-person at our Waltham office on a regular basis, and on site as client needs dictate.

The salary range is \$60,000–\$70,000 based on experience and qualifications.

THE MUSTS: You will be considered for this position if...

You have related experience in the field:

- You have a bachelor's degree and two years of professional experience in project management, group facilitation, sustainability reporting, climate mitigation and adaptation, strategic planning, and/or behavior change.
- You are an experienced facilitator skilled in employing a variety of tactics to develop group consensus in both remote and in-person settings
- You have experience facilitating a long-term process, managing different stakeholders and producing exceptional deliverables.
- You have demonstrated the ability to manage multiple competing priorities (including project budget and timeline) in a rapidly changing environment.
- You demonstrate passion for sustainability and climate action and have a strong desire to impact change.
- You are knowledgeable of the Association of the Advancement of Higher Education (AASHE) and their reporting tool Sustainability Tracking Assessment and Rating System (STARS).
- You demonstrate a track record of engaging others to take action, with proven, measurable results.

You are a skilled and effective communicator:

- You have excellent interpersonal and collaborative skills.
- You are able to present information in a manner that is clear, concise, objective, and fact-based to allow clients to make informed decisions effectively.
- You are proficient with MS Office (Word, PowerPoint and Excel) and G Suite (Google Docs, Sheets, Site, Analytics and Drive).
- You have an eye for visual communication and design and know how, or are interested in, learning the basic tools of Adobe Illustrator, InDesign, and Photoshop.

THE SECRET SAUCE: You will thrive in this position if...

You are strategic in thinking:

- You frequently identify ways to transform an obstacle into an opportunity.
- You artfully and skillfully eliminate distractions.
- You identify a goal, devise numerous ways of reaching it, and then choose the best option.
- You are fascinated by problems that puzzle, confound, or frustrate most people.

- Your creative mind sees possibilities well beyond the commonplace, the familiar, or the obvious.
- Your eloquence allows you to find the right words to express what you are thinking verbally and in writing.

You are an achiever and activator:

- You create orderly, efficient systems for managing your time, work, or resources.
- You find work naturally enjoyable.
- You have a great amount of work stamina and take satisfaction from being productive.
- You are constantly raising the bar – you know that there is always room for improvement.
- You produce top-notch results.
- You generate enthusiasm so people become eager to transform an idea into action.
- You are energized, not paralyzed, by ambiguity, and exhibit a strong bias to action.

You have a great desire to learn and want continuous improvement:

- You are insatiably curious; seeking to learn new skills and enhance existing skills.
- You are enthusiastic and open-minded about receiving feedback and seek opportunities to improve.
- You are exceptionally candid and provide direct, honest input that is constructive.
- You feel excited when you determine how diverse individuals can better cooperate with one another.

GreenerU strives to create a diverse workforce and encourage qualified people of all races, genders, sexual orientations, and religions to apply.

HOW TO APPLY

Please submit resume and cover letter to careers@greeneru.com by August 1, 2021. No calls, please.