

CHANGE MANAGEMENT FELLOW

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 part-time (20 hour/week at \$25/hour) Change Management Fellow. This one-year position will give applicants a crash course in change management, process facilitation, and sustainability and climate action in higher education. After the position, the applicant may be considered for a full-time position.

Qualified applicants 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. In this role, the fellow will be a crucial part of the GreenerU team. The position will have a mentor and be working along staff and not just be a supporting actor. They will learn and practice how to facilitate efficient and productive meetings, support the development of goals and strategies for sustainability strategic plans, and, overall, ensure an increase in sustainability efforts and lower carbon emissions for higher education community institutions.

This person will support any array of projects depending on the needs of our clients. Examples of past work include:

- Support all Change Management team projects

- Support for all AASHE STARS report submissions and reviews for clients, including collecting and/or reviewing sustainability data from the entirety of a client's campus to support total-institution sustainability efforts
- Support the facilitation of thoughtful, inclusive, and engaging meetings during GreenerU meetings and client meetings and summits
- Support the facilitation of inclusive strategic planning processes, community engagement, and stakeholder outreach for implementing decarbonization projects

The Change Management Fellow will report to GreenerU's Director of Change Management. This role can be performed remotely, but a hybrid model is preferred with availability to work in-person on a regular basis in our Waltham office, and on site as client needs dictate.

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

You have related experience in the field:

- You are eager to become an experienced facilitator, skilled in employing a variety of tactics to develop group consensus.
- You have demonstrated the ability to manage multiple competing priorities in a rapidly changing environment.
- You demonstrate passion for climate justice and have a strong desire to impact change.
- You are game to know all there is to know about 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 leadership skills.
- You are able to present information in a manner that is clear, concise, objective, and fact-based to allow clients to make decisions quickly.
- You are proficient with MS Office (especially Word, PowerPoint and Excel) and G Suite (especially Google Docs, Sheets, and Drive).

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.

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

WHAT YOU WILL LEARN:

You will practice these skills...

- **Large event planning and facilitation:** From logistics to on-site and remote meeting facilitation over multiple days to event follow-up and continued momentum, you will learn how to effectively and efficiently run a productive three-day session for a multi-stakeholder group of clients.
- **Full-campus sustainability coordination education and strategy:** By interacting with clients on a variety of sustainability projects, you'll acquire a deep understanding of the breadth of work that goes into pitching, implementing, and maintaining sustainability projects on university campuses
- **Team flexibility and coordination:** As part of a small team within the field of consulting, you'll learn to work as a single unit working in parallel for a single goal. This means learning to read the current and future state of projects and take on a variety of tasks as they become needed rather than staying in a few silos.

- **Office/company coordination:** You can experiment with how best to incorporate yourself and your role into a cohesive company model. Since GreenerU is a small, busy company, you will have a chance to see all aspects of the company and analyze them to determine how best you can help as a GreenerU team member and as a Change Management team member.
- **Meeting facilitation/public speaking:** As is the nature of the job, you will get a lot of practice as a meeting facilitator and speaking in front of people. These groups often include senior people and executives, which will expedite your learning how to best facilitate strong meeting behaviors and curb your anxieties no matter your audience.
- **Relationship building:** Both with clients and with our office team, learn how to let your personal attributes shine through and enhance your work and the teams you work on rather than simply filling a chair. Learn how to expedite personal growth by embracing a culture of feedback, creativity, and mission-driven work.

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.