

## **PLANNING & MARKETING FELLOW**

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.

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.

We are looking for a committed, passionate, fun, and energetic individual to join our team.

## **THE POSITION**

GreenerU seeks a Planning & Marketing Fellow who is interested in applying technical thinking and clear communication to help institutions advance climate action planning and decarbonization. We are a busy, supportive workplace with staff ranging from climate action planning professionals to energy engineers to construction managers.

This is a 6-month, co-op-style position. The Fellow will report to the Manager of Planning and Customer Engagement and will work closely with planning staff and cross-functional team members in engineering and implementation. The Fellow will be paired with a mentor and contribute directly to client deliverables and customer-facing materials.

We offer a flexible schedule and a hybrid work environment, with an expectation of being in the office at least one day per week and occasional opportunities to learn and work at customer sites.

## **REQUIRED SKILLS AND EXPERIENCE**

- Pursuing (or recently completed) a bachelor's degree in environmental engineering, civil engineering, sustainability, environmental science, energy systems, or a related field.
- Strong verbal and written communication skills; ability to write clear, concise, objective, fact-based content.
- Strong analytical skills; comfort working with datasets in Excel/Google Sheets.

- Interest in climate action planning, greenhouse gas accounting, or sustainability reporting (coursework or project experience is great).
- Ability to problem solve, manage multiple priorities, and work independently in a fast-moving environment.
- Proficiency with MS Office (especially Excel, PowerPoint) and Google Workspace.
- Canva / Adobe Creative Suite / HubSpot experience is a plus.

## **PRINCIPAL DUTIES**

### Planning / Technical

- Support client sustainability planning processes, including meeting preparation, stakeholder engagement support, note capture, and action tracking.
- Collect, clean, and review sustainability data; support GHG emissions inventories and AASHE STARS submissions.
- Draft and format high-quality client deliverables (memos, slide decks, summaries) with clear narrative and data-driven insights.
- Assist with documenting planning department procedures, templates, and internal playbooks.

### Marketing / Customer Engagement

- Support execution of the annual marketing plan, including maintaining a consistent cadence for newsletters, webinars, case studies, and LinkedIn posts.
- Assist with proposal development using standardized language, case studies, and packaged offerings.
- Maintain basic KPI tracking for marketing campaigns and support simple performance summaries.

## **HOW TO APPLY**

Candidates are encouraged to apply to [careers@greeneru.com](mailto:careers@greeneru.com) by providing a resume and one-page cover letter describing your interest, skills, and relevant background experience. No calls, please.