

Communications Manager, Carbon Business Council

Full-Time | Remote

The Carbon Business Council is a nonprofit trade association of more than 100 companies unified to restore the climate. Our coalition members are innovators focused on solutions to remove, commercialize, and manage carbon dioxide. Companies work together to protect our planet, stimulate the economy, and grow the carbon management industry.

We're hiring a Communications Manager for a full-time position. Join us to tell the story about responsibly scaling a rapidly growing industry and reversing the impacts of climate change. We believe diversity, equity and inclusion is key for the success of carbon management. We encourage candidates of all gender identities, races, sexual orientations, physical or mental abilities, ethnicities, religions, ages, and perspectives to apply.

About The Role

The Communications Manager is an integral team member for the Carbon Business Council, reporting to our Associate Director. The ideal candidate is a strategic and creative thinker, with a proven ability to lead on communications. We value nimbleness: we are an agile team that is responsive to the news cycle and marketplace developments.

Primary Responsibilities

Strategic Communications: Develop communications strategies for coalition updates, report rollouts, and marketplace developments.

Media Relations: Lead media relations efforts, which will include maintaining reporter relationships, crafting press releases, pitching stories, creating op-eds, and more.

Social Media: Oversee social media strategy for the Carbon Business Council, which includes content development.

Event Planning: Primary point for planning panels and other events during major climate events, such as Climate Week and COP29.

Collateral & Message Development: Prepare messaging and collateral materials about new updates, reports, environmental justice, and other emerging storylines about carbon removal.

It is not expected that a single candidate will have existing expertise across all these areas or will have to divide time between each of these areas equally—we're seeking candidates that are particularly strong in a few of the responsibilities and have some interest, capabilities, and willingness to learn in others.

Required Qualifications

- At least two to three years of experience with at least one vertical of strategic communications (such as media relations or social media).
- Strong written and verbal communication, including conveying ideas clearly and concisely.
- Creative and strategic thinker with the proven ability to translate ideas into action.
- Ability to work effectively within complex environments and across racial, ethnic, cultural, or other lines of difference.
- Self-starter, with an aptitude for being organized and strong time management skills. Flexible and able to pivot quickly to respond to fast-breaking assignments.
- Experience with media relations, including crafting press releases.
- Proficiency in written and spoken English.
- Authorization to work in the United States.

Desired Qualifications

- Prior experience and/or demonstrated interest in climate change and carbon removal.
- Experience planning and executing events, such as conferences.
- Social media and/or newsletter management experience.
- Familiarity with online tools like Hubspot, Canva, Slack, and Squarespace.

Location & Hours

Our team is fully remote and we work on US East Coast (EST) hours. Occasional travel may be required for conferences, events, and team meetings.

This position will require you to work at a computer for multiple hours at a time. We value work/life balance. Due to the nature of news, however, this role will sometimes require work outside traditional hours.

Salary

The salary is \$55,000-\$65,000 annually, commensurate with experience. This is a full-time position for 40 hours a week. The Carbon Business Council benefits package included paid vacation, personal and sick leave, paid time off for major federal holidays, health insurance, employer contributions to a retirement plan, and more.

To Apply

To apply, please send a resume and short cover letter about your background and why you are interested in the position to info@CarbonBusinessCouncil.org by Friday, March 22nd. Due to the volume of submissions, we unfortunately cannot respond to all emails.

The Carbon Business Council is committed to a diverse and inclusive workplace and considers qualified candidates for this position without regard to age, sex, ethnicity, religion, disability, sexual orientation or gender identity, military/veteran status, or other basis prohibited by law.