

Job Opportunity: Project Assistant

Southern California, Sacramento, or Bay Area

Most work can take place remotely from home and via video conferencing. Some meetings and activities will take place in-person.

About Better World Group

Better World Group (BWG) has been behind some of the nation's boldest climate policies and environmental strategies. We work across all sectors to develop forward-thinking, transformative strategies that address complex problems. Our clients – philanthropies, non-governmental organizations, and local and state government agencies – turn to us for our ability to craft and implement creative strategies, convene diverse stakeholders, and build consensus towards equitable and sustainable outcomes. BWG is a Latina-owned small business headquartered in Downtown Los Angeles.

About the position

BWG seeks a Project Assistant eager to work on a variety of projects in one or more of the firm's practice areas: Clean Air, Climate Justice and Transport, Clean Energy, Racial Justice, and Equitable Conservation Planning. We work to change systems by transforming culture and bringing benefits, resources, and economic opportunities to communities of color, especially climate vulnerable and environmental justice communities. BWG's projects range from advising on clean energy development, to developing strategies on equitable outdoor access, natural resource protection, and community benefit agreements. We lead state policy campaigns to accelerate clean transportation policies and facilitate coalitions and processes that advance equitable, economic, and just policies in the face of a rapidly changing climate. The Project Assistant will gain a variety of skills integral to their development as an emerging environmental and climate advocate and policy professional. The Project Assistant will work independently and as part of a team to craft thoughtful and strategic interdisciplinary policy and campaign approaches that will create equitable, healthy, and sustainable communities across the U.S. *This is a hybrid position (partially in-person).*

Major areas of responsibility

- Conduct research and analyze qualitative and quantitative data to inform policy proposals and to tell compelling stories
- Draft notes, presentation materials, reports and other client-related work products
- Support internal and external client meeting coordination
- Provide technical support for virtual meetings and webinars
- Track local, state, and national policy issues
- Prepare materials for business development efforts
- Administrative and marketing/communications tasks, as needed

Other duties

- Contribute to a work environment and culture that is centered on equity and belonging
- Travel, as needed, to meetings and conferences throughout California and potentially in other states

Experience

Candidates must have some work and/or volunteer leadership experience in one or more of the following:

- Clean energy and transmission
- Offshore wind
- Clean transportation
- Native Nations law and policy
- Climate and conservation policy
- Environmental and racial justice
- Public lands
- Climate change adaptation, policy

A bachelor's degree and a minimum of one year of relevant work experience is required.

Skills

Successful candidates must possess:

- Excellent written, interpersonal, and oral communication skills
- Strong research skills including identifying, organizing, and analyzing data
- Fluent with Microsoft Office (Word, Excel, PowerPoint, Outlook), video conferencing software (Teams, Zoom)
- Must be detailed oriented and organized
- Experience with Adobe Creative Suite, social media platforms and online design and web development platforms (e.g. Squarespace, Canva)

Compensation

Better World Group is currently piloting a Flexible Fridays schedule. This position is full-time, with a minimum of 32-hours/week.

Starting Salary Range: Salary based on experience; \$55,000 to \$70,000 annually.

Benefits: BWG provides employer-paid medical, dental, and vision insurance. BWG will cover the employee and one qualified dependent, with a total monthly premium equivalent to that of Kaiser Permanente Platinum HMO A. We also provide Life and Long-Term Disability Insurance as well as a Flexible Spending Account option (pretax benefits used for unreimbursed medical expense, family care etc.). We provide an annual 3% contribution to your 401K retirement plan subject to



vesting requirements. We provide partial reimbursement for monthly cell phone and home internet services, and a local transit reimbursement stipend.

Paid time off: 5 sick days, 10 vacation days (additional days accrue with tenure), and 18 paid holidays as follows:

- 10 federal holidays; César Chávez Day, Indigenous Peoples' Day, the day after Thanksgiving Day (13 holidays total)
- 1 additional day from a list of inclusive cultural, religious holidays or your birthday
- Winter break in December between Christmas Day and New Year's Day

Additional benefits: We provide an annual professional development budget starting at \$300. For staff who anticipate commuting to Better World Group's office, we pay for Metro Rail Passes, this includes Metrolink and Amtrak.

Application Process

To apply, please submit the following materials as a single PDF document to careers@betterworldgroup.com with "BWG - Project Assistant" in the subject line. No phone calls please.

1. Cover letter
2. Resume
3. Writing sample (if part of a group project, indicate sections written by the applicant)
4. Presentation sample
5. Three professional (preferred) or academic references

Applications will be reviewed on a rolling basis beginning January 24, 2024. Interviews will be held on a rolling basis until filled.

Better World Group requires all employees to be fully vaccinated for COVID-19, absent a legal exception for reasonable accommodation. Unvaccinated new hires have a 30-day grace period after their start date to get fully vaccinated or, if eligible, obtain a reasonable accommodation.

BWG is an equal opportunity employer; all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or any other characteristic protected by law.