

# Part-time Sustainability Project Assistant

Third Economy is looking for three enthusiastic Sustainability students & recent graduates to join our growing fast-paced corporate consulting team. We work across a range of industries and company sizes to assess, build, and implement strategies advancing corporate sustainability and Environmental, Social, and Governance (ESG). We are looking for someone who wants to grow their experience in Corporate Sustainability and ESG, who is passionate about the field and who possesses the flexibility, teamwork, and problem-solving skillset required of a start-up. You must be authorized to work in USA to apply:

## 1. Research student/graduate:

- Conduct analyses of client ESG capabilities and support client benchmarking relative to their peers, including internet research, data analysis, data management
- Support with day-to-day activities including materiality assessments, benchmarking, report writing, client presentations, and more.
- Assist with developing tools and templates for specific process, including ESG frameworks and standards such as SASB, TCFD, GRI, CDP, PRI, GRESB, and more.
- Research, collect, and analyze qualitative and quantitative data, including GHG inventories, climate risk analysis, industry trends, ESG rating agency analysis, and more.

## 2. Writing student/graduate:

- Research and synthesize best practices among high-performing, cross-sector companies for ESG disclosures and sustainability reporting
- Develop recommendations for client reporting to best frame key ESG topics, SASB disclosures, sustainability-related policies and purpose-led ESG strategies within communication themes, content development, and report strategy

## 3. Climate Service student/graduate:

- Data Management and Organization: Manage data collection process for environmental metrics, including those for greenhouse gas emissions (GHG) inventory accounting. Manage and organize documents and data for climate and environmental projects.
- Process Improvement and Resource Development: Identify areas for process improvements and create templates and resource guides to streamline collection process.
- Writing and editing: Work closely with writing team to research, draft and review environmental/climate reports, GHG assessment reports, and other documents
- Industry Research: Work closely with research team to research, collect, and analyze qualitative and quantitative data, including GHG inventories, climate risk analysis, industry trends, and climate policy trends

## Required Skills and Experience

- Bachelor or Master's degree candidate (or recent graduate) in Environmental Science or Engineering, Environmental Studies or Management, Corporate Sustainability, Environmental Analytics, Communications, Public Relations, or related fields
- Familiarity with corporate GHG emissions reporting and protocols, including GHG inventory accounting and verification
- Outstanding written and verbal communication, and ability to effectively and professionally communicate at various levels of an organization, including C-suite and executive level
- Excellent analytical, troubleshooting, and problem-solving skills with proven ability to successfully organize, prioritize, and manage multiple projects simultaneously
- Advanced Microsoft suite skillset (Excel and PowerPoint), with meticulous attention to detail and overall product quality
- Ability to work effectively within a team, as well as being self-motivated to work independently with minimal supervision
- Ability to apply systems-thinking, adapt quickly, and work independently to solve new problems
- Carbon accounting, life cycle assessment, and/or climate scenario analysis experience
- Knowledge or experience related to financial services industry
- Demonstrated experience developing tools or templates
- Understanding of ESG frameworks, standards, and rating agencies

Salary: \$22-\$27 per hour

## About Us

At Third Economy, we advance our clients' ESG capabilities, improve corporate sustainability and help build sustainable investment portfolios. Our team is passionate about building a sustainable economy and working collaboratively with some of the world's most respected brands. Our ethos is to measure our success by that of our clients, to go the extra mile, to work hard and have fun doing it.

To apply, please submit a cover letter explaining why you would like to work at Third Economy with the confirmation of your authorization to work in USA, and separate resume to [jobs@thirdeconomy.com](mailto:jobs@thirdeconomy.com)