

## Sustainable Finance Coordinator

**Location:** Remote – Must have the right to work and live in Europe

**Salary:** EUR 35,000- 45,000 per annum (commensurate with experience and location)

**Type of Position:** Full-time, 1-year renewable fixed-term contract

**Starting:** ASAP

### About World Green Building Council

The World Green Building Council is the largest and most influential action network accelerating the sustainable and just transition of the built environment.

We represent a global community of over 75 Green Building Councils and their 48,000 members worldwide.

Together, we drive local action and create the global momentum necessary for everyone and our planet to thrive. We do this in alignment with the ambitions of the Paris Agreement and the UN Sustainable Development Goals.

Our guiding goals are:

- Total decarbonisation of the built environment
- Healthy, equitable and resilient buildings, cities and communities
- Regeneration of resources and natural systems and a thriving circular economy.

### The role

The main purpose of the **Sustainable Finance Coordinator** role is to support in the delivery of sustainable finance activities in WorldGBC's network, with a strong emphasis on those activities in the European Regional Network (ERN). The **Sustainable Finance Coordinator** supports WorldGBC's Sustainable Finance Lead, who is responsible for the network's agenda-setting, steering and delivery of sustainable finance workstreams and activities.

### Responsibilities

The key responsibilities for the **Sustainable Finance Coordinator** include:

#### Stakeholder engagement

- Support the Sustainable Finance Lead in managing key internal and external (both within and beyond the WorldGBC network) relationships.
- Schedule and coordinate online events, meetings and webinars for GBCs, partners and external participants, including sending calendar invites, reminder emails, agendas, and follow-ups.
- Occasionally supporting with scheduling and coordinating in-person meetings and events.
- Assist with preparing presentations, speaker briefs, note-taking, summaries, and tracking attendance for online and in-person events.

## Research and Content

- Support with research, data collection and analysis and content planning and creation for the Sustainable Finance activities, with a strong focus on Europe.
- Draft outputs, including factsheets and position papers, in collaboration with the Sustainable Finance Lead.
- Coordinate the process of stakeholder review and feedback on draft outputs including collating and analysing comments and edits to drafts or consultation forms.

## Communication Development

- Take the lead on drafting and coordinating regular update emails to the network, ensuring consistent and effective comms.
- Maintain the Sustainable Finance sections of WorldGBC's online platforms, including the website, upcoming Engagement Hub and Resource Library and social media content.

## Ad Hoc Tasks:

- Undertake any additional activities or assignments as delegated, responding flexibly to the needs of the team and the organisation, in line with the wider job description.

## What we are looking for

- A degree in a discipline related to climate change, sustainable development, economics etc.
- 2-5 years' work experience in the built environment, sustainability or sustainable finance.
- Proven ability to manage diverse stakeholders.
- Excellent written English and communication skills, with working knowledge of other major European languages considered a significant benefit.
- Confident user of MS Office applications and Salesforce.
- Awareness of basic principles, themes, terminology and trends related to sustainable finance and ESG.
- Excited about addressing key financial barriers holding back Europe's transition to sustainable built environments and furthering WorldGBC's mission to building momentum for a better future!

## Ideal candidate traits

- Strong organisational and time management skills
- Self-motivated with the ability to work independently in a remote work environment
- Proven ability to convey complex ideas effectively both verbally and in writing
- Strong interpersonal and teamwork skills
- Problem-solving ability
- Accuracy and attention to detail
- Curiosity and eagerness to learn

- Affinity to quantitative analysis and database management
- Passion for sustainability issues and the built environment

## What you will gain

- **Professional Development:** Receive mentorship from industry leaders and enhance your skills in project management, research, and strategic communications within a global setting.
- **Networking Opportunities:** Expand your professional network with professionals and organisations across Europe.
- **Career Advancement:** Gain valuable experience and achievements to support your career growth in sustainability, finance policy, and sustainable finance.
- **Knowledge and Expertise:** Deepen your understanding of managing high-profile projects in the built environment context.

## Why join WorldGBC

This role offers an extraordinary opportunity to contribute to European and global sustainability initiatives while working with leading experts and gaining invaluable experience in the growing field of sustainable finance. We would love to hear from you if you're ready to make a tangible impact and grow your skills in a supportive environment.

## How to apply

To apply, please visit <https://worldgbc.org/careers/>