

Forum for the Future US

Job Title: Office and project coordinator, Forum for the Future US

Reports to: Director, Forum for the Future US

FLSA Status: Exempt

We are looking for a passionate and talented individual to help our Brooklyn-based team drive just and sustainable systems change. This is an exciting new role, great for somebody starting out in the sustainability field. Working closely with our US Director, you will get a bird's eye view of nonprofit and stakeholder management in a start-up culture. Among the focuses of the role will be to support cutting edge research, stakeholder coordination and office management.

About Forum for the Future

Forum for the Future is an independent, global non-profit with a mission to accelerate systems change for a just and sustainable future. We have a 21 year track record in partnering with pioneering companies who recognize that social and environmental issues are already shaping their business context today, and want to actively create the conditions for their future success. In addition to working with these organizations one on one, we bring companies, NGOs, government representatives and others together to create action-oriented coalitions on particularly urgent and complex sustainability challenges. Examples include [The Protein Challenge 2040](#), which is working to ensure we can feed 9 billion people with enough protein in the future; [Cotton 2040](#), which is working to mainstream sustainable cotton; and [The Net Positive Project](#), which is helping to create a movement of companies giving more back to society and the environment than what they take out. As a charity, we publicly share our learnings from this work through communications, events and our new School of Systems Change.

Forum is headquartered in London with additional offices in Brooklyn, Mumbai and Singapore. We operate as a global team, delivering both international and local projects.

Our US office is celebrating its seventh year, working with partners including Target, Hershey's, PepsiCo, and People Against Dirty, among others. We drive Forum's full strategy – from advising organizations on a 1:1 basis to driving wider collaborations, some of which are specific to the US market such as our [Beauty and Personal Care](#) program. In 2018, Forum for the Future US will be piloting the School of Systems Change which aims to equip emerging leaders with the capacity for transformational change, seed a global community of change makers and accelerate a sustainable future.

About the Role

Reporting to the Director of Forum for the Future US, the Office and Project Coordinator will support our work – from strategy projects to complex sustainability collaborations – with research and stakeholder management. S/he will also support our Director with coordinating scheduling and general administration to ensure our office runs smoothly and that we main a fun and dynamic work environment.

Key responsibilities include to:

- Deliver high quality research for a portfolio of ambitious projects and partnerships, focused on tracking signals of change in sustainable practices and behavior, supporting system mapping and general sustainability research
- Support project coordination through scheduling and stakeholder management
- Drive strong event management – including those associated with our School of Systems Change as well as our annual CSO dinner and other member events. This includes effective marketing, coordination and logistics.

- Ensure the office runs smoothly with good administrative processes – including coordinating with central finance and HR functions, managing key office vendors and maintaining our wider contacts database
- Support US Director with scheduling and other administrative needs
- Help to drive a fun, effective and dynamic working environment

About our ideal candidate

- You have a demonstrated passion for the field of sustainable development – and show a curiosity and love of learning to grow your knowledge and practice
- You have highly developed research and analytical skills, and have investigated social or environmental sustainability questions in your studies or work experience.
- You are naturally organized and enjoy designing efficient and effective processes and practices.
- You have strong stakeholder management skills – able to coordinate quickly and professionally with a diverse array of external stakeholders
- You are a champion of internal systems and process for project management – able to build and co-ordinate budgets and timelines
- You have strong attention to detail
- You are a good communicator, writer, and user of digital media.
- You are a team player, highly collaborative and supportive to help drive our shared goals
- You are proactive – able to work independently, excellent at time management and have a demonstrated agility in dealing with uncertainty
- You are ambitious and see this role as a way to launch a career in driving systems wide, sustainable change
- Bonus if you have experience with event management.

We look forward to meeting you!

To apply: please send your resume and a covering letter detailing how you meet the qualifications and experience to Helen Saunders at recruitment@forumforthefuture.org

Forum for The Future US values diversity and is an equal opportunity employer. We strongly encourage and seek applications from women, people of color, including bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status or medical condition.