

## Job Description: Project Assistant – Environmental Consulting

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**Location:** Brooklyn New York City, USA

**Work Model:** Hybrid

**Salary:** \$45k - \$70k dependent on experience

**Hours of work:** Full time - 9-day working week, 36 hours

Week 1: Monday to Friday | Week 2: Monday to Thursday

**Start date:** As soon as possible. Please indicate your earliest start date.

### About the company:

At Eunomia, we're social-environmental problem-solvers and researchers with a difference. Combining real world consulting experience and deep knowledge with an active role in policy, empowers us to provide pragmatic, science-led solutions that reduce human impact on the planet.

We believe that together, we can harness the power of 'unwasted'.

As the leading experts in our field for more than 20 years, our role is to challenge the status quo. Our incomparable expertise means we ask the right questions and dare to go where others won't. We get to the heart of the real issues impacting our clients' businesses and impacting society.

We specialize in waste management, resource efficiency, circular economy, low carbon energy, marine planning, natural economy, and climate change mitigation.

Eunomia currently has over 150+ employees worldwide, working across five offices, across three continents. Our team is unfailingly passionate about the future of our planet and society. That's why every day, we strive to do work that leaves our planet in a better place for the next generation. Our work on creating a regenerative circular economy is testament to this – boundary pushing and innovative beyond the norm, to deliver for planet and people.

At Eunomia we believe in creating an inclusive and diverse workforce, valuing the unique perspectives and experiences that individuals from different backgrounds bring to our organization. We are committed to being more inclusive and oriented towards diversity, equity, and inclusion (DE&I), actively striving to create an environment where everyone feels respected, valued, and empowered. We encourage applicants from all backgrounds to apply, as we believe that diversity and inclusivity are essential for driving innovation, creativity, and positive change.

Our desire to lead by example, and our enthusiastic and supportive team, makes Eunomia a stimulating and rewarding place to work.

More information can be found on our website [www.eunomia.eco](http://www.eunomia.eco) or on our LinkedIn pages.

### Job description:

To support Eunomia's rapid growth, we're seeking an energetic and highly organized Projects Assistant. Your work is expected to include, but not limited to, the following roles:

- Supporting project managers
- Supporting the President of North America in setting up meetings, preparing agendas, organizing rooms as well as arranging video conferences
- Creating and distributing regular reports on project performance using data from our project management system; presenting the data in an easy-to-understand and useful way e.g., using graphs and basic statistics
- Running compliance checks
- Supporting with the preparation of bids
- Onboarding of new staff
- Tender review
- Supporting with internal processing including HR
- Carrying out project research
- Reporting to the North American President

### Essential criteria

- Bachelor's degree, minimum, in relevant discipline, or with practical background or experience relevant to the job description
- Demonstrable experience of a project assistant role
- Flexible with a strong work ethic
- A demonstrable high level of organization and ability to multi-task
- Demonstrable experience of working under high pressure to tight deadlines
- Able to think creatively, work independently and take the initiative to identify processes and activities that support the effective and efficient operation of the company.
- A personal interest in, and commitment to, environmental and sustainability issues is expected.
- Able to work on virtual teams across different time zones

### Desirable criteria

- Demonstrable experience of working within a consultancy business model
- Experience working within the sustainability sector, especially waste and recycling

### Person specification

- To succeed within this role, you will need to be highly organized, excel in multi-tasking and be able to work under high pressure to short deadlines. You will come with a can-do attitude and a willingness to get stuck into any task that supports the effective delivery of our projects, and the project delivery teams around you. You will need the ability to learn our processes and systems rapidly and become the expert on processes, systems and metrics for the organization. The role is focused on supporting the growth of the company and delivery of projects and this facilitating our ability to make a positive difference to the environment.
- Candidates should reflect our values and commitment to quality and are expected to be self disciplined, well organized and to be able to present themselves in a professional manner. A personal interest in, and commitment to, environmental issues is expected.

### Benefits

- Working structure is a 9-Day Fortnight, with office closure every other Friday.
- 401K retirement plan with Employer contributions up to 4% of salary, on a match funding basis after 6 months of service.
- On the 1st of the month, after two full calendar months of employment, you will be eligible for 100% basic and voluntary life insurance and Accidental Death and Dismemberment (AD&D) insurance benefit.

- Annual allotment of 15 days of PTO and 2 floating holidays, in addition to 56 hours of sick leave, 8 company paid holidays.
- Eligible for 100% employer paid medical plans on the first day of hire, and 50% employer paid for dependents.
- Eunomia provides Employee Assistance Program and Travel Insurance
- Commuter Benefits
- Adoption Assistance programs
- Health Advocacy programs
- Wellbeing resources and quarterly employee Wellness stipend
- Work from Home office stipend

### Application Information:

- To be considered all applications should be submitted electronically to [hire@eunomia-inc.com](mailto:hire@eunomia-inc.com) and must include the following:
  - **A formal cover letter** (maximum 2 pages) **should be submitted in a word format, not PDF**, addressed to Sarah Edwards **summarizing your reasons for applying for the post, your suitability for the post and why you would like to work for Eunomia.**
  - **A resume to be submitted in a word format** (maximum 2 pages), **not PDF** and contain all of the necessary information required by Eunomia.
  - **All applicants must have a visa to be able to legally work in the US.**
- The application process will remain open until the position is filled.
- Hardcopy applications and resume-only applications will not be considered.
- If you do have any queries, please submit these by email to: [hire@eunomia-inc.com](mailto:hire@eunomia-inc.com)  
The Company reserves the right not to appoint anyone if no suitable candidates come forward.
- Eunomia Research & Consulting is committed to protecting data and respecting the privacy of the people it deals with. In so doing, we comply with the requirements of the General Data Protection Regulations (GDPR) 2018. We confirm that in the event you apply for a role within.
- Eunomia, your details will be securely held by the company in line with the company's Privacy Policy which is available on Eunomia's website. We encourage you to read this policy in order that you understand our legitimate reasons for processing your data, as well as your rights regarding the submission of your personal information to us.