



Position: Registrar Assistant & Communications Specialist

The Greenhouse Gas Management Institute (GHGMI) is seeking a Registrar Assistant & Communications Specialist to provide administrative support to our registrar's office and to enhance our organization-wide communications and outreach.

Responsibilities include processing learner enrollment, keeping detailed records, and developing and coordinating external communications. The Registrar Assistant & Communications Specialist will gain valuable experience administering a globally-delivered online learning program while helping to increase a non-profit's climate and educational impact.

This full-time position will report to the Senior Director of the Education Program and work closely with the Registrar. The position requires a virtual home-office located within three (3+/-) time-zones of U.S. Mountain time.

THE POSITION

In this role, approximately 70% of your time will go to supporting the Registrar's office by assisting in the organization, maintenance, and management of learner records and other documents related to learners and courses. The role requires meticulous attention to detail, strong organizational skills, and the ability to communicate effectively with colleagues, course instructors, and learners. Approximately 25% of your time will go to developing and coordinating external organization-wide communications. This may include content creation, social media management, graphic design, and website support. The precise allocation of your time within these position roles may vary week-to-week depending on program growth and priorities. Everyday responsibilities include:

Registrar Assistant (~70% of time)

- Grade course proficiency exams, process all course certificates, and learner communication of results.
- Maintain accurate record keeping and data management of learner records, including processing the enrollment of learners.
- Input data into the learner information system, ensuring accuracy and completeness of information.
- Check and respond to the education program email inquiries regarding registration procedures and course offerings orientation.
- Organize and file electronic records, ensuring they are easily accessible and well-organized.
- Generate draft learner reports and statistics related to learner enrollment, course registration, and performance as requested by the Registrar.
- Work closely with the Registrar and course instructors to ensure smooth delivery of all course offerings. This includes tracking the responsiveness of instructors within course forums and communicating with instructors through the creation of a weekly forum report.
- Utilize relevant software programs and tools to manage records and perform administrative tasks efficiently.
- Carry out basic program improvements, as requested by the Senior Director of the Education Program.



Communications Specialist (~25% of time)

- Develop and coordinate internal processes for content creation; from staff content collection through to production and publication.
- Draft, edit, and proofread written content for various platforms including blog posts, website, brochures, reports, social media, and other marketing materials.
- Design visually appealing graphics and visuals; including infographics, image sourcing and editing, document layout and formatting.
- Help track and analyze communication metrics to assess the effectiveness of various communication strategies.
- Assist in the production of organizational communication guidance, strategy and website redevelopment efforts.

Other (5% of time)

- Follow clear chain-in-command procedures and policies
- Prepare for and participate in program calls, all-staff calls, and Board reporting.
- Communicate and prepare invoices and reports, as needed, regarding course purchases to Finance and Operations.

ESSENTIAL SKILLS AND ABILITIES

The ideal candidate for this position, will have the desired skills and abilities:

- 3+ years of professional administrative experience
- 3+ years of professional communication or marketing experience
- Proficient in M.S. Office Suite, especially Microsoft Word, Excel, and PowerPoint
- Excellent English written and verbal communication skills, including the ability to articulately correspond with international audiences and successes in creative and technical writing
- Demonstrated aptitude in learning web applications
- Detail-oriented and possess exceptional organizational skills
- Highly communicative in reporting success, failure, and ideas
- Attention to proper use of grammar and punctuation
- Forward-thinking and a self-starter
- Interested and excited to contribute to GHGMI's mission

ADDITIONAL SKILLS AND ABILITIES CONSIDERED

- Proficient in Canva, and/or other graphic design solutions
- Proficient in Constant Contact, and/or other online marketing solutions
- Proficient in Asana, and/or other project management solutions
- Proficient in Dropbox, and/or other cloud-storage solutions
- Speaking and writing proficiency in languages other than English
- Familiarity with information analysis and infographic development
- Familiarity with climate change and professional education subject-matter
- Understanding of non-profit culture
- Strategic thinking given various scenarios, targets, content-types

COMPENSATION: \$50k-\$60k USD

At GHGMI we recognize that attracting the best talent is key to our strategy and success as an organization. As a result, our salary ranges reflect a good faith estimate to provide fair compensation based on the candidate's expertise and skills.



CULTURE

GHGMI is by design a remote, work-from-home organization (including during non-pandemic times). Our colleagues are based mostly in the United States. You will have the chance to learn from leading experts in the field, gain experience in large, internationally funded grants and contracts. We provide competitive compensation and a generous paid time off policy.

HOW TO APPLY

Please send your resume/CV, along with a cover letter explaining how your qualifications are a good fit and why you are passionate about this opportunity. Send directly to careers@ghginstitute.org with the subject line: Registrar Assistant & Communications Specialist | First/Last Name

GHGMI is an equal opportunity employer and is committed to fostering a work environment free of unlawful discrimination. We conduct our recruitment and hiring without discriminating on the basis of race, color, religion, gender identity, sex, sexual orientation, national origin, age, marital status, pregnancy, physical or mental disability, genetics, veteran status, or any other characteristic protected by applicable federal, state, and local law.

GHGMI is committed to building an inclusive organization. Through our work we are committed to building a climate profession that is representative of global populations. We expect staff to support our diversity commitment and to engage in anti-racism training and internal conversations to improve the organizational work environment and our delivery of work product.