

ESG Program & Knowledge Management Specialist

ESGR

LOCATION: BOSTON, or REMOTE

Responsibilities

- Aid in preparation and standardization of responses to questionnaires and requests for information related to ESG practices and performance.
- Maintain repository of ESG disclosure and develop and manage knowledge database system.
- Assist with control framework to test and validate ESG disclosure information.
- Support responses to ESG audit findings and track remediation plans.
- Support key disclosure and reporting activities such as developing reporting controls and assessing overall ESG disclosure strategy.
- Aid efforts related to U.S. and international ESG regulatory reporting and marketing compliance.
- Review and benchmark best practices in regulatory compliance and voluntary disclosure in the commercial real estate industry.
- Support overall program management by recommending process improvement, implementing best practices in project management, and facilitating dynamic and effective ways of working.
- Support development and maintenance of ESG stakeholder relationship management system.
- Engage in special projects for the Chief Sustainability Officer and other team leadership.

Skills/Experience Required

- Analytical thinker, self-starter, team player with excellent written and oral communication skills.
- Ability to work with attention to detail in a fast-paced environment with multiple priorities.
- Experience working within an environmental, social, or corporate governance program, in an investor relations role, or in corporate or ESG compliance desirable.
- Intermediate to advanced experience with producing deliverables with Microsoft Office 365 programs including Teams, SharePoint, Word, Excel, and PowerPoint.
- Experience with Smartsheet or other project management systems desirable.
- Experience with RocketDocs or other knowledge management systems desirable.
- Bachelor's degree in Finance, Business Administration, Business Management, Corporate Social Responsibility, Sustainability, or other relevant discipline. A legal, business, or other advanced degree or certification is not required but is a plus.



AEW CAREER OPPORTUNITY

Compensation

At AEW, your base pay is one part of your total compensation package. The base pay for this role is between \$75-100K. Your actual base pay will depend on your skills, qualifications, experience, location, internal equity, and market conditions. Additional compensation and benefits include:

- annual cash bonus opportunity
- eligibility for health insurance (medical, dental, vision)
- 401K plan with match and employer-funded retirement account
- Employee Assistance Program
- tuition relief
- parental leave
- flexible time off and eligibility for hybrid work for most roles
- matching gift and volunteer programs

To apply for this position please e-mail your resume to Jobs@aew.com