

Analyst, Resilience Governance & Reporting

ESGR

LOCATION: BOSTON or LA (Boston preference)

Responsibilities

- Aid in preparation and standardization of responses to questionnaires and requests for information related to environmental, social, governance, and resilience (Resilience) practices and performance.
- Assist with data management, validation, and reporting activities that advance AEW's sustainability objectives and overall Resilience strategy.
- Contribute to drafting of voluntary sustainability reporting disclosures, including, but not limited to, annual Resilience reports.
- Collaborate with team to prepare and submit sustainability assessments, including GRESB Real Estate Assessment.
- 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.
- Engage in special projects for the Senior VP, Resilience Governance & Reporting.

Skills/Experience Required

- Analytical thinker, self-starter, team player with solid 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 experience in producing deliverables with Microsoft Office 365 programs including Teams, Word, and Excel.
- Bachelor's degree in Corporate Social Responsibility, Sustainability, Environmental Science, Finance, Business Administration, Business Management, Public Policy, or other relevant disciplines.

Compensation

At AEW, your base pay is one part of your total compensation package. The base pay for this role is between \$68-75K. Your actual base pay will depend on your skills, qualifications, experience, location, internal equity, and market conditions. Additional compensation and benefits include:

AEW CAREER OPPORTUNITY

- 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