

# Sustainability / ESG+R Associate

## ESG+R

**LOCATION: BOSTON**

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### **Responsibilities**

- Analyze data for trends and opportunities related to real estate sustainability, including green building certifications, energy conservation measures, health and wellness ratings, and other measurable characteristics.
- Support the preparation of ESG+R performance reporting, including data collection, project management, content development
- Review and benchmark best practices in commercial real estate sustainability.
- Evaluate capabilities of sustainability management tools and solicit proposals from preferred providers. Review proposals against requirements.
- Assist with the development of a knowledge database and support ongoing maintenance.
- Assist with monitoring current events in sustainability, including participation in seminars and professional reading, and producing summary take-aways.
- Support development of ESG+R Sharepoint site and keep it updated with feeds while cross-functionally working with IT or other departments to do so.
- Maintain and make appropriate edits to the preferred vendor list.
- Act as site supervisor for ESG+R/Sustainability interns, providing management, guidance, motivation, and direction on assigned projects (which may include supporting responsibilities listed above).
- Support awareness building across teams and support professional development of ESG+R/Sustainability interns.
- Assist in developing, planning, and executing a wide variety of special projects for the VP of ESG+R and the Chief Sustainability Officer.

### **Skills/Experience Required**

- Analytical thinker, self-starter, team player
- Ability to work with attention to detail in a fast-paced environment with multiple priorities
- Must possess good written and oral communication skills
- Intermediate to advanced experience with producing deliverables with Microsoft Office 365 programs including SharePoint, Word, Excel, and PowerPoint and experience preparing executive-level briefings in Powerpoint desirable
- Experience managing or overseeing the work of others (or have demonstrated skills, aptitude, and interest in managing more junior team members)
- Experience working within an environmental, social, or corporate governance program desirable
- Bachelors degree in Sustainability, Environmental Science, Social Science, Corporate Social Responsibility, Data Science, Communications, or other relevant discipline. An advanced degree or certification is not required but is a plus.

**To apply for this position please e-mail your resume to [Jobs@aew.com](mailto:Jobs@aew.com)**