About Us
Climate Breakthrough identifies extraordinary leaders and empowers them to launch bold new strategies to address the climate crisis. Each year, we select several exceptional strategists from around the world to receive the Climate Breakthrough Award: a US$3 million dollar grant and tailored support over three years to bring visionary strategies from idea to fruition. We believe that many of the most capable leaders have not yet been given sufficient time, space, support, and funding to develop the kind of climate strategies our world desperately needs. Our program is designed to give these brilliant strategists exactly that opportunity. Our mission is reliant on reaching beyond established networks and approaches to empower a diverse range of voices, perspectives, and strategies.

Climate Breakthrough is funded by the David and Lucile Packard Foundation, Oak Foundation, IKEA Foundation, Good Energies Foundation, JPB Foundation, and Quadrature Climate Foundation. Launched in 2016, Climate Breakthrough has issued fourteen awards to date. For more information about Climate Breakthrough and our awardees, please visit https://www.climatebreakthroughproject.org/

About the Role
Reporting to the Operations and Strategy Director, the Administrative Coordinator will support all aspects of Climate Breakthrough’s operations and internal processes. The Administrative Coordinator will support the management of the organization’s “virtual facilities” and data processes, lead events planning and logistics, and will support financial processes including managing contracts and invoices. Climate Breakthrough is in the process of establishing itself as an independent 501(c)(3), and the Administrative Coordinator will play a key supporting role in that transition. The ideal candidate is a detail-oriented administrative generalist with strong project management and organizational skills, a strong communicator, and passionate about solving the climate crisis.

The Administrative Coordinator’s work will be divided into the following areas:

Organizational Administrative Support:
- Manage Climate Breakthrough’s “virtual facilities”:
  - Track various office-wide systems (e.g., Slack, Asana, Google Workspace) and act as a point of contact for staff questions
  - Troubleshoot basic technical issues
  - Coordinate with external vendors, including IT, HR, and others
  - Manage the team calendar
- Support the logistics of Climate Breakthrough’s transition to an independent organization:
  - Ensure high quality and secure data transfer from existing systems to Climate Breakthrough’s new CRM
  - Assist in the creation of and transition to a new knowledge management system
  - Support current staff in the transition to new systems
- Support Human Resources activities:
- Manage PEO-related administrative tasks
- Assist with hiring and recruiting processes
- Managing new staff onboarding schedules and logistics
- Support office needs for our future physical office and remote workplaces
- Support Climate Breakthrough teams with any other administrative tasks necessary for strong day-to-day function of the organization.

**Events Planning and Logistics**
- Coordinate all aspects of logistics for organization-wide meetings, events, and convenings, such as annual staff and awardee retreats. This includes:
  - Booking travel and accommodations for awardees and staff
  - Supporting scheduling and logistics details
  - Vendor research, selection, and management for venue and purchases (food, supplies)
  - Follow-up and evaluations
- Provide logistical support, including taking meeting minutes for staff meetings and other events, both virtual and in person.

**Finance and Invoicing**
- Coordinate and process vendor and contractor invoices and ensure timely payments.
- Draft basic contracts for vendors, as needed.
- Provide administrative support to the Operations team for incoming and outgoing grants.

**Qualifications**

**Experience**
- At least 2 years of relevant experience in an administrative or operations role, experience in contracts administration a plus.
- Experience managing relationships with external vendors and contractors.
- Experience with CRMs and/or data entry.
- Experience planning events and coordinating travel logistics.
- Familiarity with Google Suite and workplace apps, such as Slack and Asana.
- Understanding and familiarity with drafting contracts and processing invoices, a plus.

**Skills**
- Exceptionally well-organized and detail-oriented, with a systematic approach to task management.
- Ability to prioritize tasks and nimbly shift between projects as needs evolve.
- Ability to communicate courteously and effectively with external vendors, consultants, and staff.
- Comfort operating in a work environment where systems and processes are still being developed.
- Keen eye for potential problems and willingness to take initiative and address issues before they arise.
- Ability to thrive in a virtual/hybrid workplace and willingness to build relationships remotely.
- Commitment to and enthusiasm for Climate Breakthrough’s mission.
- Cross-cultural sensitivity and awareness required.
- Commitment to equity, inclusion, and diversity required.
- Written and verbal fluency in English required.
**Position Details**
This role is based in the San Francisco Bay Area, California, where we will be establishing an office in 2022. The desired start date for this position is May-June 2022.

The expected salary for this role is $55,000-65,000. Climate Breakthrough offers a generous benefits package.

**To Apply**
To be considered for this position, interested candidates should use this link to submit a resume and cover letter through CEA Consulting’s job portal. This position will remain open until filled.

*Climate Breakthrough is an equal opportunity employer. Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, gender identity, disability, or veteran status.*

*As a result of Climate Breakthrough’s development over the last five years, we are growing and making valuable structural changes as an organization. As part of this transition, Climate Breakthrough is codifying principles and establishing practices that reflect our strong commitment to diversity, equity, and inclusion. In the coming months, our current team and new hires will work together closely to set the standards to which we hold our work and ourselves.*