

# Communications and Engagement Research Associate Position at Lotus

## About Lotus

Lotus Engineering and Sustainability has delivered responsible and progressive sustainability solutions for public and private sector clients since 2012. Our consulting services combine the technical and pragmatic approaches of engineering and business with the holistic and innovative approaches of efficiency and sustainability. We excel at helping clients look at their sustainability and social initiatives through various lenses including public relations, financial, political, and environmental impact.

The work we do makes a difference, and we want a broad audience to engage with it.

- We recognize that great relationships form the foundation for great projects. We take the time to get to know our clients – their context, motivation, and goals. We invest in our relationships with our employees and contractors because we recognize that they are integral to our success.
- We do great work, and we turn it around quickly so that our clients can deliver on their commitments.
- We use a wide range of communication skills to deliver the results of our analysis so that non-technical audiences can use them to make decisions.

Our projects address sustainability, climate action, and resiliency planning; greenhouse gas accounting; environmental justice and social equity issues; energy efficiency program development and management; and market/regulatory analyses.

## Team Environment

Lotus believes that collaboration and cooperation result in better outcomes for our clients and our team members. We respect the unique talents and perspectives that each person brings to our team and encourage them to leverage those skills to bring value to our clients. Our success as a team is intertwined with the success of each individual.



We rely on our team members to deliver high-quality work on time and on budget in a fast-paced, demanding environment. We are able to be responsive to our clients because we are responsive within our team. We are a flat organization that relies on effective and proactive communication, typically during regular business hours, to achieve our goals.

We succeed because we consider issues from many points of view. We assess how someone else's context affects their position on an issue; we do this for each stakeholder in a discussion, whether it is inside a client organization or in a broader group. We take the time to synthesize these perspectives and identify solutions that create lasting benefits. Each team member contributes their unique experiences and perspectives to consider issues from many points of view.

### **A Week in the Life of a Lotus Employee in this Position**

We are looking for someone who is willing to get their hands dirty – to pitch in on all tasks that come up in the course of business. We need you to be flexible and nimble, willing to adapt to the needs of a business in a rapidly evolving market.

Our business model relies on your ability to work independently and as an effective team member, ask good questions at the right time, and self-manage tasks and deadlines with the support of the team. We need you to be resourceful, quickly leveraging the contacts and resources at your disposal in a strategic manner to work through day-to-day challenges.

During the course of a given week, we'll ask you to employ a broad range of skills. We'll ask you to use both sides of your brain. **This role will work across all teams. You will support stakeholder engagement, business development efforts, writing, and data analysis.**

**We are looking for someone that is comfortable working on a variety of projects and supporting work across different teams. In this way, you will be a generalist, but also be able to dig deep into research and projects. Your work will directly help dozens of clients make defensible decisions on prioritizing sustainability.**

Here's a snapshot of some of the work that we currently anticipate:

More than anything else, we'll ask you to write (not limited to):

- Write summary reports that translate technical information into plain English to make it accessible to non-technical audiences.
- Draft Climate Action Plans and Sustainability Reports for our clients.
- Write case studies and research memos.
- Proofread reports and other documents.
- Get the word out about our game-changing projects by writing blog posts, preparing the Lotus newsletter, and/or posting on social media.



- Translate reports and documents into Spanish.

We'll ask you to conduct research.

- Identify, organize, and help respond to upcoming project opportunities.
- Research sustainability initiatives in local communities. Create research matrices to illustrate best practice sustainability policies.
- Conduct literature reviews.
- Collect data and perform basic research.

We'll ask you to help us craft a story that explains our work and support our engagement activities.

- Provide live interpretation between Spanish and English at community and stakeholder meetings.
- Help to ensure our communication and outreach materials are accessible and inclusive.
- Use the results of our analysis to develop charts and graphs in Excel that convey our main points.
- Develop presentations using a lot of graphics to present our work to non-technical audiences or to conference crowds.

In the future we may rely on you to conduct quantitative analysis.

- Perform data entry tasks for greenhouse gas emissions inventories.
- Research environmental, social, and economic metrics for analyzing climate and resilience work.
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**This position requires a candidate with the following qualifications:**

- Expert understanding of Word.
- Written and verbal fluency in English and Spanish.
- Comfortable working across teams and jumping into different projects based on team priorities.
- Expert time management with a demonstrated ability to prioritize and manage multiple projects and tasks to meet various deadlines.
- A passion and enthusiasm for the work we do with public and private sector clients.
- A minimum of a 2-year Associate degree, a sustainability certificate, or at least 1-2 years of interdisciplinary work experience, preferably in the environmental/sustainability industry, which demonstrates progressively increasing levels of responsibility.
- A clear history of working on multiple tasks/ projects within established timelines.
- A history of successful, creative problem-solving.



- A history of self-education on issues outside the immediate scope of prior work.
- Experience with conducting and organizing research projects.
- Outstanding communication skills, including writing, graphics, verbal, and presentations.
- Strong self-management.
- Valid driver's license and comfort with driving. If you own a car, vehicle Insurance.

**Other desirable attributes include:**

- Experience providing facilitation support for public meetings, working groups, or other stakeholder processes, including notetaking.
- Experience with greenhouse gas accounting.
- Experience as a consultant.
- Experience in Adobe Illustrator, Adobe InDesign, and ArcGIS.
- Experience with PowerBI and/or Tableau.

**Compensation: and Benefits:** Salary commensurate with experience with a range of \$50,000 –\$60,000. This range is based on a 40-hour workweek. ***We highly value work-life balance and rarely work more than 40 hours per week.***

A full-time employee will be eligible to participate in Lotus' medical and dental plan, and matching 401K (up to 3 percent). Lotus observes 10 holidays for full-time employees and offers a flexible work schedule with unlimited PTO that allows employees to own their work-life balance. Instead of tracking PTO, employees are assigned quarterly target hours that include 40 working hours per week with 15 *suggested* vacation days and 10 holidays per year – employees are not limited to that suggested time off but are fully responsible for meeting their targets.

Additional benefits include: Volunteer and Board time up to 30 hours per year, annual training and continuing education budget, employee donation matches, and 6 weeks of paid parental leave.

**Location and Schedule:** We are open to remote or Denver-based employees. If in Denver (or the surrounding Metro area), the work would primarily take place at Lotus' Denver location (Steno – 1627 Vine St near City Park). Note that Denver area employees can remotely work for multiple days a week. We are open to remote working as long as employees are available to chat or email during normal business hours. The office is generally open from 9 am – 5 pm Monday through Friday.

We expect periodic meetings in and around Denver and occasional client-related meetings throughout Colorado and nationally.



## To apply

Please submit the following documents to [hello@lotussustainability.com](mailto:hello@lotussustainability.com) with the position name in the title followed by your name "C&E Research Associate – [Your name]":

- **Resume and Cover Letter** – Help us understand why you're the right fit for our team. Tell a story, highlight your most applicable skills, do whatever you think will capture the essence of what you'll bring to the table. Cover letters should address your ability to meet the job responsibilities in the Required Qualifications section. Please include 2-3 references.
- **Writing sample** – We're looking for something that shows us your writing style, whether it's a blog about skiing, a technical paper you wrote, a section from a recent project report that's publicly available, or something else. Please make sure that it is your writing that we see.

**The review of materials is ongoing and will continue until the position is filled. Early application is strongly encouraged.**

*We strongly encourage applicants with diverse backgrounds to apply.*

