



## **Position Title: Research Associate**

Lotus 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 environmental and social initiatives through various lenses including public relations, financial, political, and environmental.

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 it to make decisions.

Our projects address sustainability, climate action, and resiliency planning; community solar gardens; 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 them 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.

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

We are looking to support our growing business by hiring our fifth employee.

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, ask good questions at the right time, and figure things out on your own. 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. Some of your work will support our business development efforts, while other work will support our projects. 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):

- Get the word out about our game-changing projects by writing blog posts, preparing the Lotus newsletter, and/or posting on social media.
- Write a summary report that translates technical information into plain English to make it accessible for non-technical audiences.
- Write case studies and memos.
- Proofread our documents.

We'll ask you to conduct research.

- Identify, organize, and help respond to upcoming project opportunities.
- Conduct literature reviews.
- Collect data and perform basic research.

We'll rely on you to conduct quantitative analysis.

- Calculate greenhouse gas emissions.
- Create financial models and decision modeling tools.
- QA/QC spreadsheets.

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

- 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.
- Develop graphics using simple tools that are widely available.

In the future, we'll ask you to manage projects (not limited to):

- Scope projects.
- Ensure that our clients' needs and wants are met.
- Ensure projects stay on budget and meet designated timelines.

**This position requires a candidate with the following qualifications:**

- Expert understanding of Microsoft Excel and Word.
- A passion and enthusiasm for the work we do with public and private sector clients.
- Undergraduate or graduate degree that includes some combination of quantitative and qualitative skills.
- At least 2-4 years of interdisciplinary work experience that 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.
- Outstanding communication skills, including writing, graphics, verbal, and presentations.
- Strong self-management.
- Valid driver's license and comfort with driving.

**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.
- Spoken and written fluency in both English and Spanish .

**Compensation: and Benefits:** Salary commensurate with experience with a range of \$45,000-\$60,000. We are open to candidates that are interested in both full- and part-time positions. Note: there is the potential for a part-time position to grow into a full-time position.

A full-time employee will be eligible to participate in Lotus' medical plan. Lotus offers 15 paid working days per calendar and observes 8 holidays for full-time employees. A full-time employee may request up to two extra weeks of vacation beyond PTO benefits highlighted above. Extra time off will be unpaid and must be approved by management.

As we grow, we hope to offer additional benefits.

**Location and Schedule:** The work would primarily take place at Lotus's Denver location ( Steno – 1627 Vine St near City Park). We expect periodic meetings in and around Denver with additional travel that averages 1-2 days per month, generally within the state of Colorado. For full time employees, we are open to remote working for up to two days week as long as employees are available to chat or email during normal business hours. The office is generally open from 9am – 5pm Monday through Friday.

Note we will also consider applicants that want to work out of the Gunnison Valley, but Denver is preferred.

**To apply**

Please submit the following documents to [hillary@lotussustainability.com](mailto:hillary@lotussustainability.com) with position name in the title followed by your name "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.
- **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's your writing that we see.



- **Examples of graphics or presentations that you've developed (Bonus)** – Ideally, we'd like to see examples of graphics that you've created. They might show us how you use data to tell a story or how you graphically capture the key elements of a process, or communicate a technical concept in a manner that is accessible by a broad audience. Please be clear about your role in creating these images.

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

*Lotus is a certified Women-Owned business (M/WBE), Emerging Business Enterprise (EBE), and Small Business Enterprise (SBE). We encourage applicants with diverse backgrounds to apply.*