

# Part-Time Business Support Specialist 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 an 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 to support our growing business by hiring a part-time Business Support Specialist.

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 while other work will support business operations' efforts. **This role will focus on business support functions of our company.** Here's a snapshot of some of the work that we currently anticipate:

Mostly we'll ask you to help us pursue projects:

- Assist in the preparation of proposals, presentations, and pitches for potential clients or collaborators.
- Engage in market analysis to identify trends, competitors, and potential areas for expansion.

We'll ask you to support getting the word out about Lotus (not limited to):

- Assist in creating marketing materials including social media content, job postings, newsletters, and promotional collateral.
- Coordinate marketing events and other initiatives to enhance brand visibility.
- Help with conference and professional development research.
- Maintain business certifications.
- Maintain and update our website ([www.lotussustainability.com](http://www.lotussustainability.com)).

We'll rely on you to support operations:

- Assist with collecting insurance information and setting up new projects.
- Manage new technology and software.
- Oversee supply and IT requests.
- Manage requests from people who would like to learn about Lotus.
- Coordinate special events, such as the company retreat.
- Help implement and maintain standard operating procedures to optimize productivity.



- Manage internal project management software (Monday.com).

There is the possibility this job may jump in to support billable work (as needed) such as research, presentation development, and writing.

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

- Previous experience in operations, marketing, or business development is preferred.
- Excellent communication and interpersonal skills to collaborate with various teams and stakeholders.
- Proficient in using relevant software and tools for operations, marketing, and business development.
  - o Microsoft Excel, Word, and PowerPoint.
  - o Google Suite.
  - o SquareSpace (or a similar platform).
  - o Monday.com (or a similar platform).
- Creating, editing, and formatting visual and written content to drive interest and messaging.
- A clear history of working on multiple tasks/ projects within established timelines.
- A history of successful, creative problem-solving.
- Strong self-management and self-motivation to meet deadlines and achieve goals.
- Flexibility to adapt to changing priorities and tasks in a dynamic work environment.
- A passion and enthusiasm for the work we do with public and private sector clients.
- Authorized to work in the United States.

**Other desirable attributes include:**

- Market research and analysis.
- Experience in Canva, Adobe InDesign, and ArcGIS.
- Spoken and written fluency in both English and Spanish.

**Compensation: and Benefits:** Salary commensurate with experience with a range of \$25/hour to \$30/hour. We anticipate an initial commitment of 20 hours per week; however, as we grow there may be opportunities for additional work.

As a part time employee, you are eligible for the matching 401K (up to 3%).

**Location and Schedule:** We are open to fully 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 prior agreed upon business hours.

**To apply**



Please submit the following documents to [hello@lotussustainability.com](mailto:hello@lotussustainability.com) with position name in the title followed by your name "PT Business Support Specialist – [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's your writing that we see.

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

*Research shows women and other underrepresented and historically marginalized groups tend to apply only when they check every box for job qualifications. If you are reading this and hesitate to apply for that reason, we encourage you to apply.*