



The New York Climate Exchange Research Associate - Position Description

The New York Climate Exchange (“The Exchange”) seeks to engage immediately a research assistant and thought leader in climate to assist with the development of the future vision and programming of The Exchange. We anticipate this engagement will last approximately four to six months, with the possible extension depending on the status of the project. As a new organization, this individual should feel comfortable working in a fast-paced, start-up environment with tasks and roles changing on a regular basis. This position is part-time, and hours will be flexible. It is expected that the individual in this role will be primarily working remotely and in-person in the New York City area.

The position reports to The Exchange’s Chief Executive Officer. This part-time position has an anticipated hourly range of \$30.00-\$60.00. This part-time position is not eligible for health and retirement benefits. The hourly rate of the finalist selected for this role will be set based on a variety of factors, including but not limited to qualifications, experience, education, licenses, specialty, and training. The above hiring range represents The Exchange’s good faith and reasonable estimate of the range of possible compensation at the time of posting.

Responsibilities:

Working closely with the Chief Executive Officer of The Exchange, significant responsibilities include:

1. **Research** targeted areas on climate-related topics and potential areas of engagement by The Exchange
2. **Prepare policy positions** and briefing notes, and draft strategy documents.
3. **Assist in developing and presenting public testimony**, professional presentations, and other materials.
4. **Network** with Exchange partners and external groups and experts to solicit input on possible areas of focus.
5. **Represent The Exchange** at meetings focused on climate issues on behalf of the CEO or senior staff.
6. **Track climate social media** to identify relevant studies/reports that The Exchange should comment on and prepare appropriate commentary and responses to

Qualifications:

The ideal assistant will have significant experience in a climate-related field, and/or a relevant degree.

1. **Graduate degree preferred** and at least 2-3 years of experience in a climate-related field including climate policy (at local/national/global level), climate finance, adaptation/resilience, or mitigation strategies.
2. Familiarity with important **organizations and individuals in the climate arena**, including New York City and global climate governance leaders, civil society, and corporate and academic change agents.
3. **Excellent research and writing skills**, and the ability to present in front of small groups.
4. Ideally **located in New York City**

If you are a dedicated and motivated individual who shares our passion for addressing climate challenges, we invite you to apply for this Research Assistant position. Join us in our mission to create a sustainable and scalable model for developing transformative climate solutions.

The New York Climate Exchange (The Exchange) is new not-for-profit climate solutions center carefully designed to build community, foster collaboration, advance climate knowledge, and empower marginalized communities through cross-disciplinary networking, impactful programming, and cutting-edge facilities. While The Exchange will have a physical presence on Governors Island, its spirit and influence will extend beyond the Island into New York City and, eventually, across the country and world. Our diverse coalition of partners—committed and prepared to collectively disrupt the status quo—incorporates local and global perspectives on climate change from academia, industry, environmental justice, public health, and government. As the first of its kind, The Exchange will unlock integrated and scalable approaches to sustainability, ultimately serving as a global model for scalable and sustainable positive change.

The New York Climate Exchange provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

Applications, nominations, and inquiries should be submitted to workwithus@nyclimateexchange.org. Applications should include a cover letter and CV/resume. Preference will be given to applications received by March 1, 2024.