

## **Project Coordinator**

### **Ruby Canyon Environmental Overview**

Founded in 2005, Ruby Canyon Environmental, Inc. (RCE) is dedicated to supporting and assuring that our clients' environmental initiatives adhere to high standards of excellence. For over 15 years, we have championed accurate GHG emissions accounting for corporate inventories, facility-based reporting, carbon offsets and other environmental projects. RCE is well versed in all aspects of domestic and international climate policy, GHG programs, EPA regulations and both compliance and voluntary carbon offset programs. RCE's expertise and experience working in today's dynamic carbon markets has expanded to include sustainability reporting, life-cycle analysis, carbon footprint of products, as well as forestry and land use change. Having provided services for hundreds of clients across the world, RCE has grown to become one of the most highly regarded GHG and environmental assurance companies in North and South America. RCE has been named Best Verification Company in North America in the Environmental Finance market survey 7 times since 2013.

RCE is based in Grand Junction, CO with a regional office located in Mexico City. RCE also has satellite offices throughout the U.S.

### **Job description:**

RCE is seeking a Project Coordinator to organize, administer and streamline project implementation. This work will include a wide array of tasks including handling proposals, client contracting, subcontractor management, internal project management, project tracking, ensuring procedural requirements, develop templates, record-keeping and other ad-hoc administrative work. The Project Coordinator will work closely with Management to ensure that project setup and implementation is streamlined and efficient.

To succeed in this role, you should have excellent time management and communication skills, as you will interact with clients, subcontractors, management, and all internal staff.

**Location:** Office in Grand Junction, CO or potentially remote

**Position:** Part time, with opportunity to expand full time

**Compensation:** Hourly wage - \$24/hour

### **Benefits (Prorated for part-time/hours worked):**

- Compensation for health/vision/dental insurance (up to 100%)
- 401k Simple plan with employer matching contributions
- Three weeks PTO during first year
- 10 paid holidays
- Volunteer time off policy
- Bonus opportunities

### **Required Qualifications:**

- Bachelor's Degrees
- Good communication and interpersonal skills capable of maintaining strong relationships
- Strong organizational, time management and multi-tasking skills
- Attention to details
- Comfortable working with tight turn-around schedules and pressure situations
- Competency in standard software packages including MS Excel, Outlook, Word and PowerPoint

Please send all applications to Renata Cote [rcote@rubycanyonenv.com](mailto:rcote@rubycanyonenv.com).