



July 2024

JOB DESCRIPTION: Project Coordinator

1. About NatureFinance

NatureFinance is a Swiss-based, international non-profit organisation dedicated to aligning global finance with more equitable, nature positive outcomes. We work to make nature count in global finance and the global economy. NatureFinance is active in advancing the use of data to disclose and manage nature related risks, developing impactful and equitable nature markets, and advancing financial innovation in the areas of sovereign debt and nature positive investment. We develop tools to help financial actors better assess and align their investments with nature positive outcomes and push for stronger costs and consequences where finance is failing to address nature liabilities.

Role overview

The Project Coordinator will play a crucial role in supporting the implementation and coordination of NatureFinance's projects in Brazil. The successful candidate will work closely with the Global Brazil Lead to ensure effective project management, stakeholder engagement, and delivery of project objectives. This role requires strong organizational skills, the ability to manage multiple tasks, and a proactive approach to problem-solving.

Key Responsibilities

Content Development:

- **Document Preparation:** Develop and prepare documents, including Word and PowerPoint presentations, aligned with the thematic areas of the Global Brazil workstream. This includes researching, compiling materials, and organizing information to create comprehensive proposals and reports.
- **Stakeholder Presentations:** Present the status and progress of Global Brazil work to stakeholders upon request, providing clear and informative updates about our initiatives in Brazil.
- **Presentation Creation:** Design and create PowerPoint presentations following provided guidelines to effectively communicate our work and proposals.
- **Fundraising Support:** Contribute to the development of fundraising proposals and reports by writing compelling content about the Global Brazil work, highlighting key achievements, and reporting on outcomes and challenges to donors. Collaborate in brainstorming and developing new project ideas for potential donors.
- **Project Monitoring:** Monitor the status of project activities and deliverables, ensuring they are completed on time and to a high standard of excellence. Assist in preparing content for the communication team and other workstreams.



- **Communication Support:** Provide support in delivering content for the communication team and collaborating with other workstreams to ensure cohesive and effective communication of our work.

Relationship and Partnership Development:

- Establish and maintain strategic relationships with stakeholders and partners.
- Act as a liaison between NatureFinance and key partners to facilitate collaboration.

Knowledge Management:

- Coordinate and systematize the knowledge management of Global Brazil, utilizing program documents via MS SharePoint and Teams.
- Ensure all project documentation is up to date and easily accessible.

Support in the Communication Plan:

- Collaborate with communication consultants to enhance outreach efforts
- Support general communication activities, including document reviews, translation reviews, and social media posts.
- Participate in communication's bi-weekly calls and present the status of Global Brazil workstream work (when requested).

Qualifications and Experience

Education:

- Bachelor's degree in business administration, Project Management, Environmental Studies, or a related field. An advanced degree or relevant certifications are a plus.

Experience:

- Minimum of 3 years of experience in project coordination or management, preferably in the environmental or non-profit sector.
- Experience tracking budgeted expenses

Skills:

- **Project Management:** Strong organizational and time-management skills, with the ability to manage multiple tasks and meet deadlines.
- **Stakeholder Engagement:** Excellent communication and interpersonal skills, with the ability to work effectively with diverse stakeholders.
- **Communication:** Excellent written and verbal communication skills. Proficiency in English and Portuguese is required.
- Proficiency in MS Office Suite (Word, Excel, PowerPoint) and project management tools like Monday.com or Hasana.
- **Teamwork:** Demonstrated ability to work independently and collaboratively as part of a team



Personal Attributes:

- **Cultural Sensitivity:** Understanding and respect for diverse cultural perspectives, especially in the context of working with indigenous communities and Brazilian stakeholders.
- **Adaptability:** Flexibility to adapt to changing priorities and work environments.
- **Integrity:** High ethical standards and a commitment to confidentiality and professionalism.
- **Initiative:** Self-motivated with a proactive approach to work and the ability to drive initiatives independently.

This job description outlines the primary responsibilities and requirements for the Project Coordinator Global Brazil at NatureFinance. The Project Coordinator may be requested to undertake additional activities during the Communication Consultant's and Program Coordinator's time off to support the Global Brazil (GB) team, as per the GB Lead's request. This role requires flexibility and a collaborative approach to ensure the smooth functioning of GB operations.

Terms

The role will be full-time, working remotely, with a requirement for a candidate to be located within Brazil.

The Employee notes that, due to the characteristics of the Foundation's business and the position, they might be required to do some trips. The Foundation can determine the means of transport. The gross salary will not be affected by this, and the Foundation will either supply cash in advance or reimburse in full all costs associated to the business travels including but not limited to flights, hotel, and other expenses associated with the business trip.

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NatureFinance is an Equal Opportunity Employer

We are committed to fostering a diverse and inclusive workforce and encourage candidates from all backgrounds to apply. We look forward to welcoming a dynamic individual who shares our passion for aligning finance with nature-positive outcomes.

How to Apply:

Interested candidates are invited to submit their resume and a cover letter detailing their qualifications and experience related to this position's requirements. Applications should be sent to operations@naturefinance.net by 20 August 2024.