

**POSITION DESCRIPTION**

# **EVENTS AND COMMUNICATIONS ASSOCIATE AMERICAS**

**ROLE TYPE | (1.0 FTE, ONGOING)**

**TEAM | EXTERNAL AFFAIRS**

**LOCATION | UNITED STATES**

**MANAGER | HEAD OF EVENTS AND COMMUNICATIONS**

**DIRECT REPORTS | N/A**



**GLOBAL CCS  
INSTITUTE**

# WHO ARE WE | A FOR-PURPOSE ORGANISATION

## VISION

CCS is an integral part of the net-zero emissions future.

## MISSION

To accelerate global deployment of CCS.

**“We champion a sustainable future with global collaboration on CCS.”**

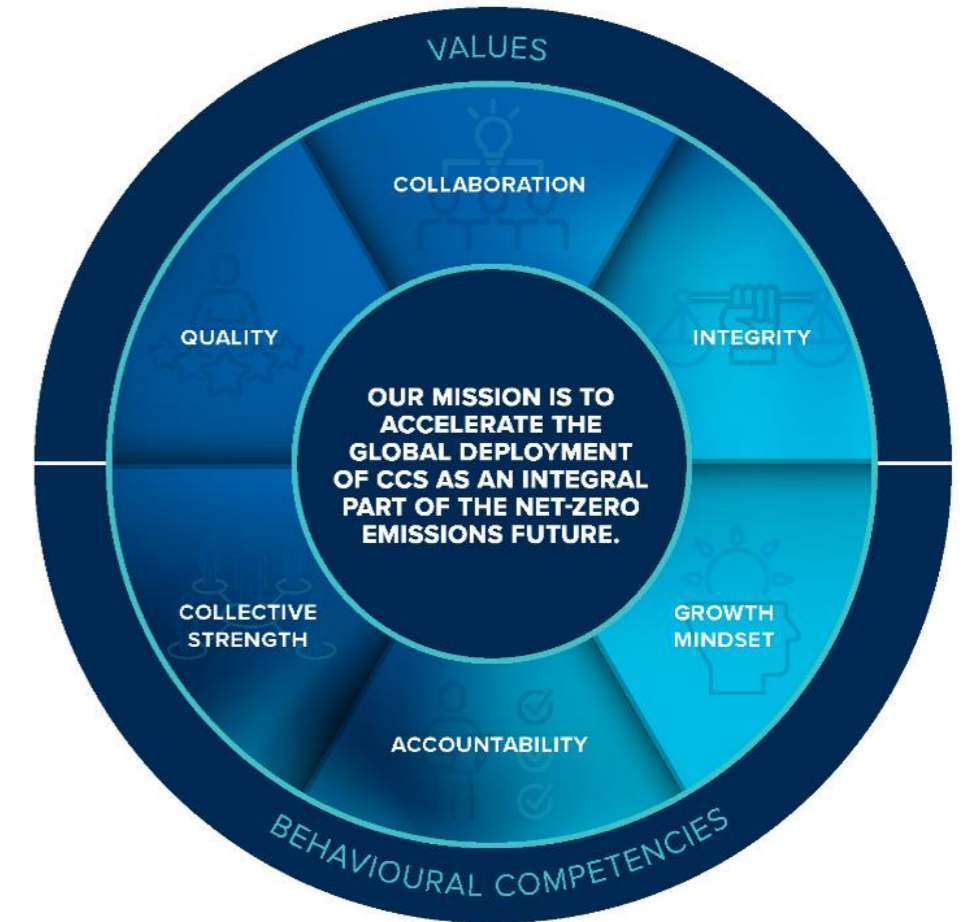
# WHAT ARE WE | AN INTERNATIONAL THINK TANK

Over 200 members across governments, global corporations, private companies, research bodies and NGOs, all **committed to a net-zero future.**

Approximately 60 staff globally; Office locations include Melbourne (Head office), Houston, Washington D.C., London, Brussels, Abu Dhabi, Beijing, and Tokyo.

Collectively, our CCS subject matter expertise spans (a) carbon capture, transport, and storage technologies, (b) CCS policy, legal, and regulatory frameworks, and (c) CCS finance and economics.

Together, reinforced by our **Values** and **Behavioural Competencies**, we lend our skills and expertise to tackling the climate change challenge by **delivering impact for CCS**, changing the world for the better.



# HOW WE OPERATE | VALUES AND BEHAVIOURAL COMPETENCIES

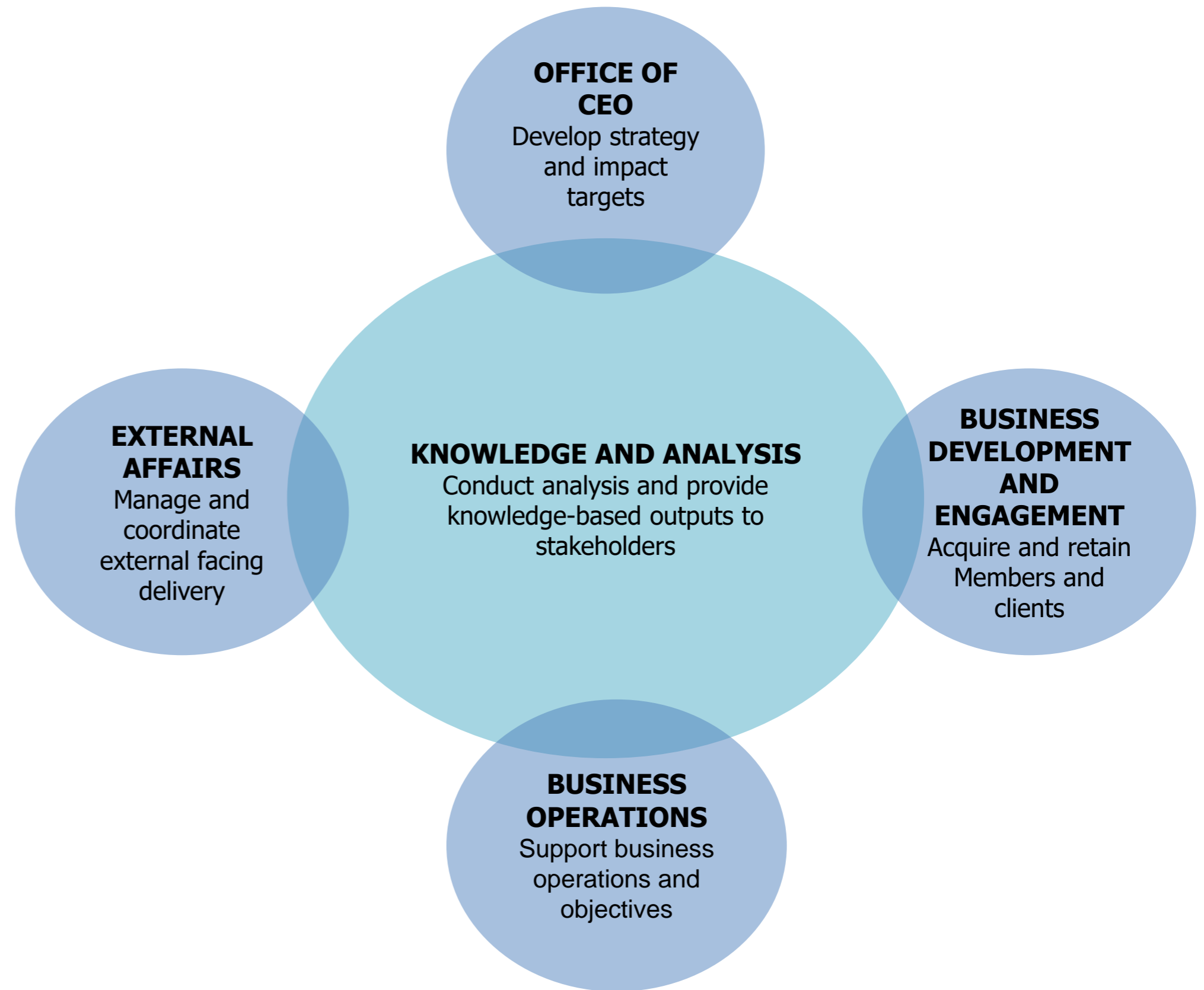
Our **Values (Quality, Collaboration, Integrity)** underpin the way we do things at the Institute and guide us internally in our day-to-day work. Our **Behavioural Competencies (Collective Strength, Accountability, Growth Mindset)** complement our Values with the aim to amplify each aspect and are essential to ensure we deliver impact for CCS.



# OUR TEAMS

## HORIZONTAL MINDSET

“We do our best when we work together. By adopting a horizontal mindset, we operate as one team with a shared purpose to create impact for CCS.”



# HOW YOU CONTRIBUTE

---

The External Affairs Team oversees the coordination, implementation, and delivery of the Institute's value creation activities and initiatives.

---

The Communications and Events Associate supports the execution of the Institute's Events and Communications strategy, with a particular emphasis on the Americas region.

---

## KEY RESULTS IN PRACTICE

- Institute events adhere to established processes, ensuring they are polished, professional, and consistently executed.
- Ensure consistent messaging and branding in external communications efforts and events while adhering to agreed timelines and tailored to audience needs.
- Produce deliverables that align with the visual identity and brand guidelines while adhering to agreed timelines.
- Demonstrated communication and collaboration across functions to identify solutions, innovate, and support each other via active participation in team meetings, emails, Teams, etc.

# CONTRIBUTIONS IN PRACTICE

- Produce and coordinate external content for global audiences, such as print and digital marketing materials, and presentations, including third party liaison.
- Support the Head of Events and Communications in developing and implementing the Americas events and communications strategy.
- Evaluate incoming speaker requests for external events in the Americas, in partnership with the Head of Events and Communications.
- Assist in producing the Institute's digital communications, including:
  - ❖ Content creation, campaign planning and delivery, scheduling and monitoring in consultation with the broader Events and Communications team.
  - ❖ Proactive and reactive social media as required.
  - ❖ Analysis and reporting.
- Organise and manage events (virtual or physical), including invitations, compilation and distribution of materials, speaker preparation, and webinar arrangements, as necessary.
- Manage internal communications for events and communications initiatives as appropriate and in conjunction with External Affairs colleagues.
- Support the management of the Institute's corporate website, intranet and extranet, including editing and posting content.
- Support the Events and Communications team's internal use of systems, including newsletter platform.
- Provide general support to Institute staff such as answering general events and communications queries, publishing content and documentation.
- Ensure the Institute's brand identity is consistently upheld across all products and communications, maintaining alignment with brand guidelines and visual identity.
- Contribute to the Institute's culture by embodying our Values and Behavioural Competencies.
- Other duties as required.

# YOUR CAPABILITIES

## Qualifications

- Tertiary qualification in Environmental Science, Communications, Marketing or related field, and/or equivalent experience

## Attributes

- Collaborative
- Humility
- Strategic thinker
- Resourceful
- Proactive
- Detail-oriented
- Perceptive

## Skills

- Understanding of relevant software and tools, Eventbrite, Zoho Campaigns or MailChimp, WordPress
- Data analytics
- Digital and print communications
- Advanced written and verbal communication skills, including proofreading and editing
- Stakeholder engagement

