

The Copper Mark: Project Coordinator

Job Description

Overview

As mining and metals become increasingly critical to the global supply chain and the energy transition, responsible production and sustainable development are essential to meeting growing demands. The Copper Mark is working with companies throughout the copper value chain to enable them to meet the demands for responsible production practices, supporting sustainable development and mitigating environmental degradation to the benefit of local communities, customers, and consumers.

Purpose

The purpose of this role is to support the Director of Outreach in the areas of standards, research and communications.

This role is full-time.

Responsibilities

The core responsibilities of the Programme Coordinator are:

- To support the Director of Outreach and Research on monitoring the development and drivers of actors along the value chains of copper, nickel, molybdenum and zinc.
- To support the engagement with existing standards (upstream, midstream and downstream) and other key stakeholders on [external reviews, recognition processes and third-party assessments](#) of the Copper Mark assurance framework. This includes, for example:
 - Responding to requests for review of benchmarking, studies or other types of external reviews of the Copper Mark.
 - With the support of the Operations team, manage recognition processes of existing systems and / or of the Copper Mark.
 - Engaging with key stakeholders on the definition and application of criteria for recognition of voluntary sustainability standards.
- To support [research projects](#) focused on building a full value chain approach and / or addressing critical impacts in the principal covered metals value chains. This includes, for example:
 - Support the delivery of existing research projects.
 - Identify funding opportunities, develop research ideas and proposals, manage paperwork and relations with critical stakeholders.
- To support the Director of Outreach and Research, and the Executive Director in delivering the Copper Mark's communication strategy. This includes, for example:
 - Manage the Copper Mark's social media presence and Newsflash
 - Support the preparation of [reports](#) (e.g. Annual Report, M&E Report)
 - Represent the Copper Mark at external events and, conferences

- To provide project management support for, or project manage, ad hoc projects as needed. This includes, for example:
 - Manage the selection, hiring and oversight of external technical consultants
 - Support the revision process of existing The Copper Mark standards
 - Support the implementation of The Copper Mark monitoring and evaluation system
 - Review and summarize reports
- Support the team with administrative, data processing, program management and any other tasks as required.

Qualifications

Minimum qualifications

- Excellent project management skills.
- Knowledge of the subject matters covered by the Copper Mark assurance framework, with a focus on mineral supply chains, environmental issues and strategy.
- Strong analytical skills and ability to distill that analysis into summary narratives.
- Outstanding communication skills with a demonstrated ability to effectively engage and build agreement with stakeholders from different cultures and backgrounds.
- Ability to influence without authority, working on and with technical, cross-functional, or diverse stakeholders to complete projects.
- Ability to deliver highest quality, written deliverables with keen attention to detail.
- 1-3 years' experience working on sustainability or market analysis..
- Bachelors or graduate degree on Economics, business, or similar.
- Fluency in written and verbal English.

Desired qualifications

- Previous experience with standards development processes. Technical understanding of implementation of these subject matter areas strongly desired.
- Understanding of how sustainability standards are implemented in practice (previous social / environmental auditing experience desired!)
- Analysis of minerals and metals production and supply chains.
- Fluency in Spanish is desired.
- A team player who is self-motivated and able to contribute to a start-up-like environment.
- Technically savvy with an understanding of online platforms used in a business setting.
- Master's degree or equivalent number of years of working experience.

About the Copper Mark

The Copper Mark team is small and works exclusively remote. We offer a flexible working environment and an opportunity for our staff to grow with the organization.

The Copper Mark always seeks to apply the highest ethical standards in the way we conduct business. We take responsibility and hold ourselves accountable, with a desire to learn, grow and adapt individually as well as an organization.

General



The position is full-time and based remote, with preference to be located in the Americas. The Programme Coordinator reports to the Copper Mark Director of Outreach and Research.

Starting date is as soon as possible.

The candidate will be expected to travel internationally as appropriate.

To Apply:

Please send CV to info@coppermark.org by 15th March 2025. Applications will be reviewed on a rolling basis.