Background
The Carbon Market Institute (CMI) is Australia’s peak industry group for business and climate change. CMI’s 2050 vision is for a prosperous, climate resilient, net zero emissions world and its mission is to help business manage risks and capitalise on opportunities in the transition to a net-zero emissions economy.

CMI requires a project officer to join a passionate and dedicated team working with Australasian business leading the transition to net-zero emission by 2050. The position will suit a recent graduate with project management and research experience.

This is a full-time position based in CMI’s Melbourne Office, reporting to the General Manager.

Primary Purpose of the role
To support CMI key projects including events, communications programs, research, member services and administration of the Carbon Industry Code of Conduct.

| Key Responsibilities | • Contribute research, analytical and communication support and content for CMI Position Papers, Discussion Papers, Fact Sheets, Media Releases and speeches, across membership, policy, markets and corporate action portfolios.  
|                     | • Provide logistical and administrative support for delivery of key CMI projects including CMI Summit, roadshows and other public engagements.  
|                     | • Facilitate the meeting logistics of CMI working groups.  
|                     | • Support the liaison between the organisation and the membership base.  
|                     | • Support the CEO and General Manager in the administration of the Australian Carbon Industry Code of Conduct (Foundation Phase). |

Selection Criteria
1. Project management experience.  
2. Excellent writing and critical analysis skills.  
3. Ability to work with other team members and external stakeholders.  
4. Knowledge of climate and carbon market issues (including familiarity with Australia’s domestic climate policy suite).

Skills & Experience
• Data analysis experience (including excel data management).  
• Understanding of climate and carbon market issues.  
• Strong social, interpersonal and communication skills.  
• Experience in managing or implementing events.  
• Strong time management skills.  
• Capacity to take initiative and operate under minimum supervision.  
• Demonstrable research and communication skills.  
• Some experience/fluency with operation of digital (website) and social platform, and related content.

TO APPLY
Please send your application (CV) and a cover letter addressing the selection criteria and skills/experience to: brad.kerin@carbonmarketinstitute.org by COB Monday 30th September.