



Communications and Events Coordinator

The role at a glance

The role	The Comms and Events Coordinator will provide cross-cutting administrative support for the global Strategic Communications Team (StratComms), including scheduling, task tracking, content coordination, and event logistics. This role will be pivotal in ensuring smooth communication across teams and partners, supporting and improving internal workflows, managing content calendars, and helping deliver key events such as Climate Week and COP.
Contract type	Independent contractor
Time commitment	Full time
Duration	12 months with high likelihood of an opportunity to extend
Remuneration level	For independent contractors, in line with market rates, and commensurate with experience and location. Remuneration is inclusive of annual leave.
Start date	As soon as possible
Location	Flexible. We are a fully remote global team, so the role is likely to require some travel.
Reporting to	Communications Director, Claire Duthuit
Other	<ul style="list-style-type: none"> • The candidate is expected to work from home, with occasional travel as and when requested. • The candidate is expected to provide and maintain their own ICT and work tools. • Out of town travel and other work related expenses will be reimbursed in line with the travel and expense policy.
Recruitment process	<p>Please submit your CV and a cover letter (no more than an A4 page) via this form by 31 March 2025.</p> <p>Applications will be assessed on a rolling basis, with a hands-on communications exercise and virtual interviews taking place in April 2025.</p>
Contract Information	The Climate Champions Team is a programme of work under the not for profit administrative host body Rockefeller Philanthropy Advisors (RPA). The contract for this role will be drafted within the Climate Champions Team and signed by the post holder and a senior representative of RPA. Find out more about RPA here .
Code of Conduct	As a member of the Climate Champions Team you are required to adhere to the highest standards of conduct and behaviour, protecting the integrity of the mandate from Parties, the UNFCCC process, the UNFCCC institution and the COP presidency. Shortly after joining, there will be a number of mandatory induction meetings to ensure you have the information and tools needed to work to the highest standards.



Background

The Climate Champions Team is an independently hosted team of experts dedicated to supporting the current UN Climate Change High-Level Champions (HLCs). HLCs are appointed each year to act on behalf of the President of the annual UNFCCC Climate Conference (COP), and hold a unique mandate : to mobilise businesses, investors, cities, regions and civil society and act as a bridge between non-state actors and national governments to reach the goals of the Paris Agreement.

The work of the Climate Champions Team is guided by a [five year plan](#) published by the HLCs and welcomed by Parties at COP 26, which sets out a multi-year vision for the work, and an overview of the main tools and approaches. These include working with a diverse array of partners around the globe to align, activate, and accelerate action and climate solutions across adaptation, mitigation and finance. The CCT supports the HLCs to run the global campaigns of [Race to Zero](#) and [Race to Resilience](#), and to work closely with partners in the Marrakech Partnership and beyond to drive collaboration to achieve the [2030 Climate Solutions](#) - a solutions roadmap based on the [2030 Breakthroughs](#) and [Sharm Adaptation Agenda](#).

HLC and Climate Champions Teams priorities and work are further informed by the COP28 outcomes, in which Parties encouraged the High-Level Champions and Non-Party Stakeholders to consider the [outcomes of the first Global Stocktake](#) in their work with voluntary initiatives and coalitions. At COP29, Parties unanimously [renewed the mandate of the High-Level Champions for 2026-2030](#) and welcomed the continuation of the Marrakech Partnership for Global Climate Action, recognizing the critical role of Non-Party Stakeholders implementing the Paris Agreement.

Key responsibilities

- Provide cross-cutting administrative support to the fast-paced, fully remote Strategic Communications and Events (StratComms) Team, including scheduling, notetaking and managing workplans and content calendars.
- Act as the first point of contact for the StratComms Team, ensuring smooth coordination and timely follow-up with High-Level Champions and their offices, colleagues and key partners.
- Manage and track StratComms tasks in calls, content calendars, and workplans, helping assign and follow up on tasks with colleagues to ensure the timely delivery.
- Support internal project management, including for publications, translations, and communications launches.
- Ensure brand and style guidelines are followed in all team outputs, supporting the review and production of flyers, social media cards, presentation decks and graphic assets using tools such as Canva, Google Docs and Google Slides.



- Support the shortlisting and contracting of external suppliers, tracking team budgets, expenses, and invoices.
- Create and manage daily schedules for team members and suppliers during key moments like Climate Weeks and COP.
- Provide logistical support for events, including audio-visual setup, speaker management, slides, room setup, timekeeping, and notetaking.
- Support virtual events delivery by assisting with planning, preparation, and execution.
- Identify and implement opportunities to enhance processes, systems, and workflows.
- Help with analytics and reporting, ensuring timely and accurate data is gathered and presented.
- Maintain an organized filing system and ensure all relevant materials are readily accessible.
- Lean in in an agile, collaborative way to support emerging priorities and projects for the High-Level Champions, the Climate Champions Team and StratComms colleagues.

About you

The ideal candidate for this role will be highly organized, proactive, and comfortable working across multiple teams in a fully remote setting. They will thrive in a fast-paced, dynamic environment and bring a can-do attitude to problem-solving, ensuring smooth communication and efficient event logistics.

Role requirements

- 3+ years of experience in event coordination, project management, communications or administrative roles.
- Strong organizational skills, attention to detail and task management.
- Excellent written and verbal communication skills in English, with knowledge of additional languages desirable.
- Experience managing schedules, project plans, events, budgets and external vendors.
- Proficient in Google Suite (Calendar, Drive, Calendar, Slides, Forms and Docs), with an ability and eagerness to learn new tools quickly.
- Ability to multitask and work under pressure with tight deadlines.
- Strong interpersonal skills and the ability to work collaboratively across international, remote teams.
- Ability to coordinate with multiple stakeholders and manage a variety of projects simultaneously.
- Experience producing communications materials, proofreading skills, and knowledge of graphic design principles and tools (e.g. Canva) are highly desirable.
- Voluntary or work experience in the climate or social impact sectors is desirable.
- Ability to manage through ambiguity and change.
- Commitment to the [Climate Champions core values](#).