

## **Job Description**

### **Responsibilities**

Climate CoLab, a project of the MIT Center for Collective Intelligence, seeks to harness the collective intelligence of thousands of people around the world to address global climate change (see <http://climatecolab.org> and <http://cci.mit.edu>).

The Climate CoLab includes a quickly growing online community of over 50,000 members – including many of the world’s leading experts on climate change as well as business people, students, policy makers, and many others from all over the world. Together these people develop and evaluate proposals for what to do about many different aspects of the climate change problem. The project collaborates with numerous organizations including the United Nations; the World Bank; U.S. Office of Science, Technology and Policy; Nike; and Rockefeller Foundation’s 100 Resilient Cities.

This position is part of the project’s leadership team and is responsible for managing the Climate CoLab’s contests and community/partner development strategy with particular emphasis on:

- overseeing multiple Climate CoLab contests and the seventy-plus volunteers who run them;
- sustaining and expanding the project’s multiple on-line communities;
- assuming responsibility for on-line and off-line communication, storytelling and outreach efforts;
- establishing and sustaining relationships with partner organizations (government agencies, businesses, non-profits, universities, grass-roots community and student groups) and maintaining existing relationships;
- monitoring and evaluating community growth and assessing which approaches lead to more effective solutions being submitted on the Climate CoLab platform;
- coordinating with and contributing to social science research activities (e.g. surveys, experiments) that are a key part of the project.

### **Key activities**

- Creating and implementing communications, community engagement and partnership development plan;
- Coordinating contest activity, leading trainings of volunteer teams responsible for running contests, and enhancing the contest handbook;
- Supporting and engaging with existing network of partners/volunteers and the online community;
- Collaborating with other key groups, including the Climate CoLab project team, faculty and researchers at MIT and other universities, policy makers, partner organizations, and the general public;
- Coordinating with and contributing to the research team undertaking social science research involving the community.

### **Requirements**

- Undergraduate degree preferred; and 2+ years of experience in marketing, management of online communities, or project coordination preferred
- Outstanding interpersonal, organizational, and oral/written communication skills
- Ideal candidate will have experience with building successful on-line communities and/or successful organizational relationships, either in a non-profit or a for-profit environment
- Enthusiasm for and commitment to addressing climate change is highly desirable, as is knowledge of or experience with collective intelligence/crowdsourcing initiatives
- Ability to work independently as part of a cross-disciplinary and globally-distributed team that includes faculty, staff, and students from around MIT and outside organizations

- Position is based in Cambridge, MA; virtual appointment is possible
- This is a one year appointment with possibility of extension.