

*Exchanging knowledge, ideas and resources to support emerging leaders
advance environmental mobility justice*

OPERATIONS ASSISTANT



Beyond Climate Collaborative

Part-time | Voluntary | Remote

Deadline: 12pm UTC, Friday 31st July 2026



Exchanging knowledge, ideas and resources to support emerging leaders advance environmental justice

Join us – Help Run BCC's Operational Engine!

Beyond Climate Collaborative (BCC) is at an exciting stage of growth. We are strengthening our Operations Team to support our work advancing environmental mobility justice. As we scale, we're seeking an **Operations Assistant** to drive the practical execution of the BCC.

You will be the team member who executes our day-to-day processes, ensures they are handled reliably, our data stays clean, and our global team has what they need to function smoothly.

You will focus on:

- **Inbox & Workspace Management:** Monitoring shared inboxes to triage communications and keeping our Microsoft 365 workspaces organized.
- **HR & Volunteer Lifecycle:** Handling the practical, hands-on steps of recruitment tracking, interview scheduling, and team onboarding.
- **Process Documentation & Flagging:** Keeping our SOPs and Canva-based guides updated, while actively flagging system gaps or inefficiencies to the wider team.

While you will sit within the core Operations team, you will regularly work alongside all of our BCC teams, including Programmes, Media, Finance, Events, and Knowledge & Resources. This is a brilliant opportunity to learn how a scaling, international non-profit operates from the inside out, collaborating across diverse functions.

If you want to combine your skills in administration, data management, and operational support with purpose to help build a first-of-its-kind climate mobility justice organisation, we'd love to hear from you.



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About Beyond Climate Collaborative

We build bridges to support emerging leaders in their processes of (un)learning and (re)imagining ways of working to address climate change and environmental displacement through the lenses of environmental, migrant, racial, feminist and social justice.

Together, we uplift a new generation to pioneer and co-create timely, cross-sectoral, just and sustainable solutions to environmental-related injustices that reduce risks, reinstall people power and bolster the resilience of the planet and her people to the impacts of climate change and beyond.

Operations Assistant

Location: Remote

Reports to: Director of Operations, Operations Coordinator, Founding Executive Director

Time Commitment & Flexibility: This is a voluntary and part-time role, averaging 5–7 hours per week. We're intentional about structuring responsibilities so that no one is overburdened. Meetings are held remotely and scheduled flexibly. The work includes internal team meetings, one-on-one check-ins with BCC leadership, and balanced with independent work. We ask that all team members participate in our monthly all-team meeting to stay connected and aligned.

Compensation: This is an unpaid role.

Role Summary:

The Operations Assistant serves as BCC's operational engine, focusing on the practical execution of our day-to-day administrative, data, and user workflows. Working under the guidance of the Director of Operations and the Operations Coordinator, this role runs reliable processes that keep our digital workspace moving efficiently.

While anchored within the core Operations team, this role is truly cross-functional. You will collaborate daily with our diverse global network, working directly alongside all of our BCC teams, including Programmes, Media, Finance, and Knowledge & Resources, to provide the vital logistical and administrative support they need to deliver our mission.

As the team member responsible for running the system, the Operations Assistant plays a critical role in maintaining data integrity across our Microsoft systems and CRM, supporting global volunteer networks, and updating internal documentation. Acting as an essential set of eyes on our day-to-day work, you will be responsible for executing processes reliably while actively spotting and flagging user-level bugs, data gaps, or system inefficiencies to keep the entire collective aligned and scalable.

Key Responsibilities:

Administrative & Communications Support

- Monitor and manage shared inboxes, ensuring timely and professional responses and an organised mailbox system.
- Coordinate internal communications and escalate queries where appropriate.
- Maintain organised digital Microsoft 365 workspaces (e.g., SharePoint, Teams), especially as the organisation and systems evolve and grow.

HR & Volunteer Lifecycle Support

- Provide hands-on support for the recruitment process by drafting and posting vacancy announcements, compiling applications, and coordinating the scheduling of interviews.
- Working alongside the Operations Coordinator, execute the practical steps of onboarding (e.g. email signatures, induction access).
- Support with the recruitment process, updating the Recruitment Tracker and maintain secure personnel files, ensuring all Volunteer Agreements are completed and files are properly maintained.
- Assist in delivering a consistent and inclusive volunteer experience for all BCC members.
- Work under the guidance of the Directors and Operations Team to support the development of the BCC Organogram, SharePoint Onboarding Page, and team directories.

CRM & Data Stewardship

- Perform regular data entry, cleaning, and validation to ensure CRM accuracy and data integrity.

- Collect program data to feed into the BCC Annual Review and other official publications, working under the guidance of the Director of Operations to contribute to broader reporting efforts.
- Flag data inconsistencies and collaborate with the Technical Operations Coordinator to resolve user-level issues.

Risk & Compliance Support

- Support in the creation and assist in maintaining organisational risk assessments (e.g., Remote Work, Data Protection, Cybersecurity, AI Usage).
- Alongside the Operations Team, support compliance with internal policies and secure data handling and GDPR compliant practices.

Documentation & Design Support

- Maintain and update organisational SOPs, Guide Documents, and operational-wide documentation.
- Assist in creating clear, accessible internal resources using tools such as Canva.

Key Skills & Qualifications

To be eligible for this role, you must bring:

- 1–3+ years experience in administrative, operations, or support roles, non-profit experience preferred
- Strong organisational skills and attention to detail
- Experience with tools such as Microsoft 365, SharePoint, Teams, and Canva
- Experience working with digital tools (Microsoft 365, CRM systems, etc.)
- Ability to manage tasks independently in a remote, asynchronous environment
- Strong written communication skills
- Basic understanding of data management and confidentiality
- Interest in nonprofit operations
- Alignment and commitment to advancing BCC's mission towards climate mobility justice

What We Offer:

- **Meaningful Impact & Strategic Leadership:** Play a pivotal role in shaping the financial and fundraising strategies of a cutting-edge, justice-focused organization, with a direct impact on advancing climate mobility justice.
- **Professional Development & Mentorship:** Access to personalized mentorship, skill-building opportunities, and BCC's curated programming—including the ISCM,

other CMJA courses and workshops. BCC volunteers are also eligible to receive certificates for their participation in CMJA programmes they complete.

- **Networking & Movement-Building:** Opportunities to connect and collaborate with a growing community of emerging leaders, practitioners, and experts in climate mobility, environmental justice, and intersectional advocacy spaces.
- **Creative Freedom & Leadership Growth:** A flexible, collaborative, and supportive environment where you'll be encouraged to take initiative, co-create programming, and shape events that reflect your passions and strengths.
- **Recognition & Visibility:** Public recognition of your contributions across BCC platforms, and support to showcase your work in external spaces—ideal for those seeking to build a professional presence in the nonprofit, environmental, or advocacy sectors.
- **Pathways for the Future:** Gain in-demand skills, strong references, and the potential to transition into a paid role as BCC grows.

How to Apply

We're excited to learn more about you! To apply for this position, please submit the following:

1. **Resume/CV:** Include relevant experience, education, and any relevant skills or projects.
2. **Motivation Letter (500 words max):** This is an opportunity to tell us what motivates you, why you'd like to be part of BCC, and contribute to climate mobility justice. This is not a cover letter requirement, so we don't expect to learn about your skills and professional experience; we're more interested in your personal motivations.
3. **Writing Prompt (400 words max):** Please respond to one of the following questions to showcase your organizational skills, eye for detail, and ability to execute administrative tasks reliably across a multi-team global environment.
 - a. **Prompt A:** *Describe a time when you had to manage a busy calendar, organize schedules, or coordinate logistics involving multiple people. How did you handle competing availability, keep applicants/colleagues informed, and ensure the process ran smoothly?*
 - b. **Prompt B:** *Describe a time you managed a busy shared mailbox or acted as a central point of contact for different departments. How did you prioritize urgent requests, maintain an organized folder structure, and ensure team queries were accurately directed without losing track of unresolved threads?*

**Note: We welcome alternative forms of submission for the writing prompt (e.g., an audio or video response).*

Submit your complete application to apply@beyondclimatecollaborative.org, fabiano@beyondclimatecollaborative.org and jake.clarke@beyondclimatecollaborative.org with the subject line: "Application for Operations Assistant – [Your Name]."

Applications will be reviewed on a rolling basis, until the final deadline: **12pm UTC, Friday 31st July 2026**. Only complete applications (including the CV, motivation letter, and writing prompt) will be considered.

We look forward to hearing from you!



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