

Cities Activation Manager: Latin America

Based in São Paulo or Florianópolis

This is a pivotal role in our Latin American team: you will be the main point of contact for our engagement with Strategic Partner City São Paulo and other Latin American cities currently members of, and in the process of entering, our Network (Bogotá, Curitiba, Rio de Janeiro, Salvador, Mexico City, Buenos Aires, and others).

The Foundation has been active in Latin America for 6 years and during this time we have shifted our initial focus in Brazil to a wider continental approach, engaging businesses, policymakers at national and city level as well as a growing community of learners in advancing the circular economy agenda in the region. If you have strong stakeholder management skills that span both public and private sector organisations and you understand the principles of a circular economy, we would be really interested to hear from you. We will work together to further strengthen the position of Latin America as a powerful demonstrator of the circular economy in action building on the abundant natural and social capital within the region.

Role & Responsibilities

Reporting to the Latin America Lead your main responsibilities will be:

- Responsible for ensuring delivery of Strategic Partnership Engagement Plan with São Paulo
 - Main point of contact for the Ellen MacArthur Foundation's engagement with São Paulo
 - Engaging key stakeholders across relevant São Paulo's City Hall departments and agencies and developing strong relationships to support their circular economy efforts across topics.
 - Developing and facilitating meetings with local stakeholders spanning policymakers, businesses and higher education institutions, Food and other areas such as Plastics, Fashion and the Built Environment
 - Identifying opportunities to initiate and support demonstration projects in São Paulo as well as supporting mechanisms for scaling and replicating projects
 - Collaborating with Systemic Initiative teams on project pipeline development and delivery
 - Collaborating with Network team on project pipeline development and delivery
- Main point of contact for our engagement with Latin American Partner Cities (e.g. Bogotá, Curitiba, Buenos Aires)
 - Identifying opportunities to support demonstration projects in Latin American Partner Cities
 - Identifying communications opportunities
 - Identifying relevant learning activities to support knowledge building
 - Collaborating with Systemic Initiative teams on project pipeline development and delivery
 - Collaborating with Network team on project pipeline development and delivery
- Working with other City Activation Managers and the Cities Lead to proactively extract and share learnings across cities including via articles, online events and webinars
- Responsible for engagement with Latin American city networks, city policy institutions to manage partnerships, collaborate and disseminate relevant content. Also, international institutions where relevant.
- Identifying, engaging with, and presenting at events (with support of Latin America and IGC Comms Managers)

Your profile

- Evidence of strong project management and stakeholder engagement skills with at least 5 years' work experience.
- Experience in a sustainability/circular economy focused role ideally within a government institution, business or management consultancy would be an advantage.
- Self-motivated and autonomous, able to work independently with minimal oversight.
- Strong written and verbal communication skills in English, Portuguese and Spanish.
- Driven to realise cities' transformation and to see the circular economy demonstrated at scale.
- Comfortable navigating ambiguity and systemic challenges with the ability to work in an 'agile' and evolving environment.
- Must have the right to work in Brazil
- Ability to travel internationally within Latin America and to the UK.

What we do

The Ellen MacArthur Foundation is an innovative not-for-profit organisation with a mission to accelerate the transition to a circular economy. The Foundation works with the world's largest organisations and the emerging innovators that are bringing a circular economy to life. If you would like to learn more about the Ellen MacArthur Foundation or the circular economy, please visit www.ellenmacarthurfoundation.org

Please apply with CV and covering letter to Barbara Calland (barbara@emf.org)

Desired starting date: As soon as possible

Salary package: 11-12k BRL per month, daily meal ticket, wellness programme, health insurance (soon to be launched)

Location: Based in São Paulo or Florianópolis

Closing date: 17th September 2021