



GreenMax Capital Advisors is the registered trade name of CJ Aron Associates Inc.

Communications Specialist, Consulting Group

July 2022

About

GreenMax Capital Advisors is a leading international policy, financial and management advisory firm focused exclusively on the clean energy sector. We advise governments, international financial institutions, investors and project developers on strategies to increase the implementation of renewable energy, energy efficiency and energy access in emerging markets worldwide. GreenMax has successfully executed projects across five continents, with experience in more than 80 countries globally since 1994.

Position

GreenMax is soliciting applications for a Communications Specialist to join our Consulting Group. The position will be located in one of our global offices in either Brooklyn, New York, Nairobi, Kenya, Lagos, Nigeria, or Lomé, Togo.

Responsibilities

The Communications Specialist will be responsible for assisting the Consulting Group with management of all internal and external communications, including (but not limited to):

- Assisting with communications and outreach tasks to support Business Development and Project Management activities
- Editing technical proposals, project reports, presentations and final deliverables
- Preparing content for company website and social media
- Managing, updating and maintaining company database of client/investor/partner email distribution lists

Minimum Requirements

- 3+ years of professional experience in communications, outreach, marketing, media or a related field
- Exemplary verbal and written communication skills in English is required; additional language skills are a plus, especially French and/or Portuguese
- Experience in management consulting, sustainable development, renewable energy, energy and environmental policy and finance, or a related field is desired, but not a requirement
- GreenMax is dedicated to building teams in emerging markets that are led by indigenous professionals; nationals of countries in Sub-Saharan Africa are strongly encouraged to apply. As an equal opportunity employer committed to gender inclusion, we also encourage female candidates to apply.

To Apply

Please submit a cover letter, CV and brief writing sample to alabua@greenmaxcap.com.