



Esirom Limited
13 West Kings House Road,
Unit 18 & 20,
Kingston 10, Jamaica



Job Description: Sustainability Project Coordinator

About the Role

We are seeking a highly motivated, organised, and results-oriented individual to join our team as the Sustainability Project Coordinator. In this position, you will play a crucial role in driving the Esirom Foundation's mission of environmental protection, conservation, urban planning, and sustainable consumption.

Key Requirements

- **Passion for Sustainability:** Deeply committed to environmental protection and sustainable practices.
- **Project Management Skills:** Proven ability to plan, execute, and monitor projects effectively.
- **Stakeholder Engagement:** Excellent communication and interpersonal skills to build and maintain relationships with diverse stakeholders.
- **Problem-Solving:** Ability to identify innovative approaches to address project challenges.

Core Responsibilities

- Develop comprehensive sustainability programmes aligned with the Foundation's goals.
- Manage project timelines, budgets, and resources to ensure successful outcomes.
- Track project performance and report on outcomes using relevant metrics and KPIs.
- Conduct research and analysis on environmental issues and trends.
- Create presentations and other educational materials for community engagement.
- Collaborate with businesses, NGOs and other stakeholders to drive sustainable initiatives.
- Secure funding for new or existing projects through grant writing and partnerships.

Qualifications & Skills

- Bachelor's degree in Environmental Science, Marine & Terrestrial Ecosystems, or a related field.
- Minimum of 2 years of experience in sustainability project management or a related field.
- Strong understanding of environmental issues, sustainable practices, and relevant regulations.
- Excellent project management skills, including planning, organisation, and time management.
- Strong communication and interpersonal skills, both written and verbal.
- Creative problem-solving and analytical skills.
- Creative design of slides and presentations for educational or reporting purposes.

Additional Skills (Preferred)

- Knowledge of sustainable urban planning and development.
- Experience with grant writing and fundraising.
- Experience working in a non-profit or community-based organisation.



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Benefits

- Competitive salary and benefits package
- Opportunities for professional development and growth
- Meaningful work contributing to sustainable development in Jamaica

Growth Opportunities: Sustainability Project Coordinator

The Sustainability Project Coordinator role offers a unique opportunity to be at the forefront of exciting sustainability initiatives and contribute to the growth of the Esirom Foundation. We believe in promoting from within and provide opportunities for career advancement based on merit and performance. You'll have the chance to develop your skills and experience, potentially transitioning into different departments or leadership roles within the Foundation or the Esirom Group in the future, for example, Sustainability Manager or Recycling Facility Manager.

Other Esirom Group subsidiaries, such as Esirom Manufacturing or Esirom REX, also require environmental expertise, and the transfer could provide valuable new experiences and career growth opportunities.

About Esirom

Esirom Group Limited is a dynamic and growing company based in Jamaica, comprised of six subsidiaries, each letter of Esirom representing one of those companies:

- **E:** Entertainment (Esirom Entertainment Ltd.) focused on creating content for TV, movies, staging of music concerts, food festivals, and sporting events.
- **S:** Sustainability (Esirom Foundation Ltd.), which focuses on sustainable consumption, environmental protection and conservation, and urban planning.
- **I:** Impact (Esirom Impact Ltd.) for investing in small businesses.
- **R:** Research & Experimentation (Esirom REX Ltd.) for rapid prototyping.
- **O:** Online (Esirom Ltd.) marketing digital agency focused on social media management, content creation, and tech solutions.
- **M:** Manufacturing (Esirom Makes Ltd.) of sustainable products and development of sustainable brands to bring to market such as Moods, ReSource, and a line of spices & sauces.