

Sustainability Coordinator

Department: Global Citizenship

Organizational Relationship: Reports to the Sustainability Senior Manager

FLSA Status: Non-Exempt

Last Updated: February 29, 2024

General Summary:

The Sustainability Coordinator is responsible for coordinating the firm's global sustainability initiative, which is committed to measuring and reducing Latham's environmental impact and implementing best practices firmwide. The Coordinator works on projects and programs related to the firm's sustainable business operations, including acting as lead contact on sustainability data and reporting. This also includes providing financial and analytical support to the team by monitoring expenditures, tracking large volumes of data from our sustainability reporting tools and helping to build key performance metrics.

Essential Duties and Responsibilities:

"Essential duties" are those that an individual must be able to perform with or without reasonable accommodation.

1. Supports the sustainability program's data management through collection, analysis and reporting on Latham's environmental impacts, including energy and greenhouse gas (GHG) inventories
2. Assists with the development of guidance, program status, or policy documents, as well as organizes the team's document management to ensure all relevant documents are up-to-date and stored in a shared and secured environment
3. Schedules, sets up and coordinates team and stakeholder calls, keeps the agenda, and takes and circulates meeting notes
4. Develops slide decks and talking points for team meetings and presentations
5. Collaborates with key business support departments to support sustainability initiatives and improve the sustainability of the firm's operations
6. Stays abreast of best practices, market and industry trends, and provides competitor research to assist in making recommendations to program leadership
7. Ad hoc projects and assigned duties, as necessary
8. Promotes effective work practices, works as a team member, and shows respect for co-workers.

Position Specifications

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Education

- Bachelor's degree required, preferably in Sustainability or Environmental Studies

Work Experience

- A minimum of one years' administrative experience required
- Familiarity with corporate sustainability field preferred

Knowledge, Skills & Abilities

- Strong analytical skills needed for all primary duties of position, including comprehending and communicating data
- Ability to work in a team environment with a customer-service focus
- Well-developed and professional interpersonal skills; ability to effectively interface with lawyers, management, professional staff and outside contacts
- Ability to handle confidential and sensitive information with the appropriate discretion
- Strong knowledge and proficiency of PC applications, including MS Office
- Ability to complete all tasks and learn new skills
- Organizational skills/project management skills needed to manage time well, prioritize effectively, and handle multiple deadlines
- Strong attention to detail and quality assurance processes

Physical Demands

- Extensive time using a computer including use of a PC keyboard and mouse or similar data input devices is required.

Working Conditions

All Latham & Watkins positions are in a typical indoor office environment.

The statements contained in this position description are not necessarily all-inclusive; additional duties may be assigned, and requirements may vary from time to time, and from location to location.