



Latin America & the Caribbean Coordinator

The Role at a Glance

Role description	<p>The Latin America and the Caribbean Coordinator will play a pivotal role in advancing climate action initiatives and fostering collaboration with regional non-state actors (NSAs) in Latin America and the Caribbean in support of a strong and impactful Action Agenda at COP30 and beyond.</p> <p>This position is critical for supporting the Climate Champions Team in LAC to deliver flagship projects, amplifying impact during pivotal events such as COP30, and contributing to resilient development in the region. Demonstrating progress aligned with scientific guidance, trackable outcomes, and leadership from local actors will be essential for success.</p>
Contract type	<p>Pro Bono Secondment. Please note, the Climate Champions Team is unable to fund this role. Prior to applying please ensure that your current employer would be willing to sponsor the role. We do not accept volunteers for this position, the arrangement will need to be with an established organisation.</p> <p>All travel and expenses need to be covered by the seconding organisation.</p>
Time Commitment	Minimum 4 days a week, ideally 5 days a week over 12 months
Location	Flexible in Latin America and the Caribbean region. We are a global team, so the role may require some travel.
Annual leave	Aligned with the secondment institution
Reporting to	LAC Regional Director
Other	<ul style="list-style-type: none"> The candidate is expected to work from home The candidate is expected to provide and maintain their own ICT and work tools
Recruitment process	<p>Please submit your CV and brief cover letter (no more than one A4 page) via this form</p> <p>Applications will be assessed, and interviews will be held, on a rolling basis. We aim for the candidate to start as soon as possible and no later than 1st June.</p>
Contract information	<p>The Climate Champions Team is a programme of work under the not for profit administrative host body Rockefeller Philanthropy Advisors (RPA). The agreement for this role will be drafted within the Climate Champions Team and signed by the seconding organisation and a senior representative of RPA. Find out more about RPA here.</p>
Code of Conduct	<p>As a member of the Climate Champions Team you are required to adhere to the highest standards of conduct and behavior, protecting the integrity of the mandate from Parties, the UNFCCC process, the UNFCCC institution and the COP presidency. Shortly after joining, there will be a number of mandatory induction meetings to ensure you have the information and tools needed to work to the highest standards.</p>



Background

The Climate Champions Team is an independently hosted team of experts dedicated to supporting the current pair of UN Climate Change High-Level Champions (HLCs). HLCs are appointed each year to act on behalf of the President of the annual UNFCCC Climate Conference (COP), and hold a unique mandate : to mobilise businesses, investors, cities, regions and civil society and act as a bridge between non-state actors and national governments to reach the goals of the Paris Agreement.

The work of the Climate Champions Team is guided by a [five year plan](#) published by the HLCs and welcomed by Parties at COP 26, which sets out a multi-year vision for the work, and an overview of the main tools and approaches. These include working with a diverse array of partners around the globe to align, activate, and accelerate action and climate solutions across adaptation, mitigation and finance. The CCT supports the HLCs to run the global campaigns of [Race to Zero](#) and [Race to Resilience](#), and to work closely with partners in the Marrakech Partnership and beyond to drive collaboration to achieve the [2030 Climate Solutions](#) - a solutions roadmap based on the [2030 Breakthroughs](#) and [Sharm Adaptation Agenda](#).

HLC and Climate Champions Teams priorities and work are further informed by the COP28 outcomes, in which Parties encouraged the High-Level Champions and Non-Party Stakeholders to consider the [outcomes of the first Global Stocktake](#) in their work with voluntary initiatives and coalitions. At COP29, Parties unanimously [renewed the mandate of the High-Level Champions for 2026-2030](#) and welcomed the continuation of the Marrakech Partnership for Global Climate Action, recognizing the critical role of Non-Party Stakeholders implementing the Paris Agreement.

With the upcoming COP30 in Brazil, there is a significant opportunity to enhance climate action in Latin America and the Caribbean (LAC).

Key Responsibilities

1. **Mobilization of non-state actors:** engage regional non-state actors (NSAs) to enhance leadership actions ahead of COP, focusing on the 2030 Climate Solutions framework, particularly in finance, nature, adaptation, and resilience.
2. **Regional engagement:** strengthen regional partnerships by documenting outcomes and amplifying the impact of initiatives, while ensuring effective communication with stakeholders.
3. **Supporting connection of broader Climate Champions Team:** collaborate closely with CCT cluster leads to synchronize efforts with existing regional initiatives and support overarching climate action priorities.
4. **Event coordination:** help organize and facilitate events and briefings to ensure efficient information flow and representation of regional content, coordinating with internal teams and external partners.
5. **Knowledge management:** develop high-quality communication products to support NSA and partner engagement, enhancing knowledge sharing and collaboration.



6. **Project support:** assist the comms team in prioritizing and managing communications, outreach, and event requests, ensuring that all stakeholders are well-informed.
7. **Performance monitoring:** provide support for project and process management tasks to track progress against team Objectives and Key Results (OKRs) for 2025 and enhance regional representation.

The expected key results are:

1. Facilitate the implementation of CCT objectives in LAC, while landing sectoral targets to the region and building on work from local partners and non-state actors.
2. Assist the LAC Director in identifying synergies with potential COP30 priorities to showcase consistency and continuity from COP28, 29, 30, the Rio Conventions, and other regional and global events.
3. Support the strategic delivery of events in the region enhancing collaboration and momentum among regional partners.

About the candidate

The ideal candidate will thrive in a dynamic environment, equipped with a deep understanding of climate solutions and a passion for effective partnership management. You will be a highly motivated self-starter, willing to work across different time zones and cultures in a high-profile, fast-paced environment, to maximize the upcoming COP 30 in Brazil as a key opportunity to demonstrate regional leadership and collaboration on climate action.

The following qualifications are essential:

- 5-7 years of experience in project coordination or management, preferably within climate action or sustainability sectors.
- Strong knowledge of climate solutions and global climate campaigns, along with regional climate ecosystems and indigenous issues.
- Excellent verbal and written communication skills in English and Spanish (Portuguese is a plus) for effective stakeholder engagement.
- Strong organizational abilities with a proactive approach to problem-solving.
- Capable of managing multiple tasks and ensuring timely follow-through.
- Ability to work effectively in a small team, ensuring high productivity and collaboration.
- Background in (one or more) climate initiatives related to mitigation, resilience, and finance.
- Proven track record of engaging effectively with senior public and private sector leaders.
- Strong attention to detail for reporting and communication.
- Ability to manage change and ambiguity effectively.
- Dedication to achieving the objectives of the Paris Agreement and driving systemic transformation.
- Commitment to the [Climate Champions core values](#).