

**Guayaki Sustainable Rainforest Products, Inc.**  
**JOB DESCRIPTION**

**JOB TITLE:** Regeneration & Sustainability Cebador  
**DEPARTMENT:**  
**REPORTS TO:** CEO

**APPROVED BY:**  
**APPROVED DATE:**  
**CLASSIFICATION:** Exempt

**SUMMARY:** Responsible for generating and managing the strategy, standards, certifications, and projects to support Guayaki’s regenerative sustainability mission and vision. This position will guide each department in the implementation and maintenance of sustainable practices and policies. The role requires a broad skill set, someone who can manage and interface successfully with others as well as get into the details and be very hands-on.

**DUTIES AND RESPONSIBILITIES:**

Since inception, Regeneration and Sustainability have been priorities for Guayaki as the pillar of its Market-Driven Restoration business model. As Guayaki has grown and operations have become increasingly complex, Guayaki recognizes that it needs a person dedicated to leading the Regeneration and Sustainability efforts throughout the organization. This is a new role that will report directly to the CEO, and the precise role and responsibilities will likely change and evolve over time. At this point, the essential functions of the position are listed below.

- Lead Guayaki’s regeneration endeavors, building upon and translating the company’s sustainability vision and mission into company-wide practices and policies.
- Work with leadership and across departments to implement projects and facilitate sustainability initiatives.
- Form and lead an internal Sustainability Team which will shape and oversee the launch of company-wide sustainability efforts. Oversee and define the scope of the Team, duties and short and long term goals.
- Serve as internal leader and “go to” sustainability expert; monitoring emerging trends, programs and issues.
- Create Guayaki’s annual regeneration report as well as manage the reporting of sustainability activities for certifications, memberships and other stakeholders. Includes B Corp, Sustainable Food Trade Association, Sonoma County Green Business, and other relevant purposes.
- Establish and maintain methods for collecting and reporting Key Performance Indicators to drive sustainability efforts for continuous improvement throughout Guayaki.
- Foster a culture of sustainability through internal and external communications and education. Work with internal Brand Team to create and update sustainability education and communication collateral.
- Utilize strong project management skills in all responsibilities.
- Serve as primary contact for external stakeholder sustainability information requests such as media requests, customer inquiries, etc.
- Represent the company at speaking engagements at universities, conferences, etc. as they pertain to Guayaki sustainability and regenerative business practices.
- Perform required administrative tasks; prepare all required reports and correspondence.
- Perform other duties as assigned by CEO.

**QUALIFICATIONS:**

- Bachelor's degree in Business, Environmental Science, Sociology; or three to five years related experience and/or training; or equivalent combination of education and experience. Bachelor's or Advanced degree or Certifications in Sustainable Business, Sustainable Design, Sustainable Management, or similar, preferred.
- Ideal background: Project Management expert including previous experience with social business models.
- Ability to travel 10-25% of time, both domestically and internationally.
- Intermediate to advanced skills in using spreadsheets and word processing software (Microsoft Office suite). Advanced experience with creating deliverables in PowerPoint a plus. Experience with NetSuite accounting software a plus.
- Spanish or Portuguese fluency, preferred.
- Commitment to excellence and high standards.
- Self-starter.
- Excellent written and oral communication skills.
- Strong organizational, problem-solving, and analytical skills.
- Ability to manage priorities and workflow; proven ability to handle multiple projects and meet deadlines.
- Ability to work as a team member in a time-sensitive environment.
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm.
- Acute attention to detail.
- Strong interpersonal skills.
- Ability to understand and follow written and verbal instructions.
- Must be able to speak, read, write, and understand the primary language(s) used in the workplace.

**PHYSICAL REQUIREMENTS:**

While performing the duties of this job, the employee is frequently required to do the following:

- May sit or stand to complete work at a computer for many hours during the day.
- Heavy use of the computer.
- Utilize visual acuity to operate equipment, read technical information, and/or use a keyboard.
- Accurately complete detailed forms and reports.
- Calculate figures and amounts.