



GUAYAKI SUSTAINABLE RAINFOREST PRODUCTS, INC.

JOB DESCRIPTION

Job Title: Environmental Analyst Cebador/a
Department: Regeneration
Reports To: Regeneration & Sustainability Cebadora
FLSA Status: Salary/Exempt

SUMMARY:

Support the execution of regeneration and sustainability initiatives for a mission-based beverage company with operations in North and South America. Data management and software skills and a collaborative mindset are required. You will collect and analyze social-environmental metrics across departments, manage software used for reporting, serve as webmaster for the Global Regeneration blog, coordinate communications across a geographically dispersed team, and assist with certifications and special projects as needed. You will help drive continual improvement across the company in order to deliver Guayakí Yerba Mate's vision to regenerate ecosystems and create vibrant communities.

Guayakí Yerba Mate was founded to regenerate the South American Atlantic rainforest and indigenous mate-producing communities by sourcing organic, fair trade, shade grown yerba mate. Recently, the company started a distribution unit to distribute its beverages in electric vehicles while employing system affected individuals who face barriers to employment. Guayakí remains privately held and led by its original co-founders. It maintains an entrepreneurial culture that requires self-management, rewards creative thinking, and invites you to Come to Life!

DUTIES AND RESPONSIBILITIES:

This is a new position, and the supervisor might remove or add duties and responsibilities to this job due to reasonable evolution of the role and team.

Metrics and Reporting

- Support, prioritize, coordinate, and complete work associated with achieving the strategic initiatives of the team with minimal supervision.
- Build and maintain positive relationships and liaise with employees at various levels of the organization to elicit, analyze, and communicate requirements for regenerative processes, policies, and systems change.
- Collect social, environmental, and governance B Corp metrics from the various business units of Guayaki.
- Track and report progress on regeneration objectives and goals that apply to individual departments.
- Input data in Excel spreadsheets, perform calculations using pivot tables and formulas, prepare graphs and dashboards.
- Pull reports from accounting software (NetSuite), such as air and vehicle miles traveled for carbon footprint analysis. Coordinate with Accounting.



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- Determine applicability of Adaptive Insights budget software to sustainability data and dashboards and potentially transfer data. Coordinate with The Yerba Mate Co.'s Budget Manager to report on allocations by department.
- Learn and embrace regeneration metrics that complement the [B Corp Impact Assessment](#).

Communications and Support

- Serve as the webmaster for the Global Regeneration blog by adding content and fixing problems in WordPress.
- Track Bombilla Team projects, deadlines, and follow up in Smartsheet. Produce monthly reporting of progress and quarterly dashboard reporting.
- Translate materials and emails between English and Spanish as needed.
- Support sustainability projects, including research, customer service inquiries, PowerPoint presentations, employee engagement activities, light administrative duties, and events relating to sustainability and regeneration.
- Maintain a willingness to learn and apply a regenerative paradigm and living systems principles to ongoing work and the work of other departments.

Certifications

- Manage Fair for Life (FFL), Regenerative Organic (ROC), and B Corp certifications together with the Regeneration & Sustainability Cebadora
- ROC certification is in a pilot stage and future duties are to be determined.
- Support B Corp certification renewal every 3 years.
- Keep Guayakí SRP Operator Profile up to date by notifying FFL of any changes (i.e., co-packing facilities, yerba mate processors, certified products, label updates).
- Manage/Create/Complete Fair Trade Strategic Objectives that are closely aligned with Regeneration Objectives.
- Work with Guayakí SRP Operations and Guayakí Brazil/Argentina/Paraguay Operations teams on yerba mate supply chain changes as they relate to contracts, incoming certified product, maintenance of certified product through further domestic production, etc.
- Manage FFL annual on-site audit at Guayakí SRP Sebastopol Office & Petaluma Warehouse.
- Occasionally answer Fair Trade inquiries from consumers.
- Occasionally Review brand/marketing materials to ensure correct messaging/verbiage around Fair Trade and/or FFL.

EXPERIENCE & SKILLS:

- Fluency in English and Spanish required.
- Relevant undergraduate degree and several years data analysis experience is required.
- Must demonstrate high software proficiency and ability to investigate and assess software as needed. Experience with or ability to quickly self-learn WordPress, Smartsheet, Adaptive Insights, NetSuite, Microsoft Word, Excel, PowerPoint, and Outlook.
- Must demonstrate proficiency in converting scientific units for environmental impact analysis relating to carbon footprint, zero waste, life cycle analysis, environmental reports, etc.



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- Cultural sensitivity to and ability to work effectively with a broad diversity of groups and cultures required.
- To be successful in this position, you must possess a high degree of self-motivation and self-management, a growth mindset, a “can do” and “be of service” ethos, and excellent follow up and project management skills.
- Experience in developing executive level dashboards and analysis that makes the business case for sustainability a plus.

LOCATION:

The position will work from the Guayaki office in Sebastopol, California. Will consider remote employment from one’s home office only with exemplar track record of previous remote employment and high level of responsiveness in a virtual environment. A minimal amount of travel is required.

The above job description is not intended to be an all-inclusive list of duties and standards for the position. The role may perform other related duties as assigned by the supervisor.

GUAYAKI is committed to equitable prosperity and dignity for all people.

We value a diverse workforce and believe it enhances our culture while fostering better decision making. We recruit, train, compensate and promote regardless of race, religion, color, national origin, sex, disability, age, veteran status, and other protected status as required by applicable law.



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