We are looking for a design-minded Project Manager (PM) to join Probable Futures (PF), a new initiative that is poised to change the way society responds to and plans for climate change.

Reporting to the Executive Director, and working in close collaboration with the Creative Director, you will provide high-quality organization and task management for PF's flagship project: a free and public-facing interactive educational platform that features global maps of the future climate, and shares practical information and stories about the potential impacts of climate change. In addition to providing operational support to PF's internal team, you will collaborate with a talented group of thought-leaders, designers, engineers, and writers at world-class design, engineering, and content agencies.

The primary functions of this position include project management and operational support. You should be exceptionally organized and a great communicator with a collaborative spirit. You might also have a passion for creative pursuits, a knack for digital products, and an interest in learning about climate science.

Probable Futures hires and invests in exceptional people who have expertise in their domain, who are curious life-long learners, and who have interests outside of their domain. We value candidates that bring diverse perspectives to our team—culturally, philosophically, and intellectually.

About Probable Futures

Boston-based Probable Futures is a new initiative dedicated to helping people more fully appreciate the physical world, what science tells us about the proximate future, and how probabilistic thinking can help us prepare and adapt.

Our goal is to make thinking about climate, and the instability we now face, integral and intuitive in every facet of life. We want to help people make good decisions today so that a better world is more probable tomorrow—for ourselves, our children, our communities, and the planet on which we live.

The PF platform will bring together the world's best climate data, case studies and stories, and a unique and beautiful user interface to make climate change clear, resonant, and meaningful for everyone. In addition to sharing this information publicly, we partner with courageous leaders and prominent organizations to show how this perspective and these tools can be applied in different sectors and spheres of influence, making it possible to pursue practical approaches to the problems posed by climate change.

Probable Futures is intended to be an extremely useful gift. We are not selling anything or asking for money. We are committed to working with individuals and institutions who acknowledge that they are integral to their communities to safeguard health, wellbeing, and prosperity.

Responsibilities

Platform and design projects (60%)

– Serve as a key member of the platform project team, participating in and helping to coordinate all aspects of the design and development process including workshops, ideations, stakeholder interviews, prototype sketching, etc.

– Drive project progress and coordinate activities of cross functional team members, including high-level planning and detailed short-term activity scheduling.

– Oversee project plan and individual workflows within the plan, updating and maintaining schedules along the way.

– Create and maintain comprehensive project documentation.

– Provide input to budget management processes so that expenditures can be tracked and accurate projections can be maintained.

– Attend project meetings, capture clear notes, and manage execution of resulting action items.

– Manage bidding process and logistics with production vendors, including photographers, illustrators, printers, etc.

Organizational systems and operations (40%)

– In collaboration with the ED, oversee the maintenance of PF's internal systems including Mailchimp, Asana, MediaWiki, Google Drive, and others.

– Maintain PF's contact lists and segmentation strategy in Mailchimp and be responsible for executing the distribution of newsletters and other communications.

– Provide occasional administrative support for the Executive Director and Founder, including scheduling meetings, creating meeting agendas, conducting pre-meeting research, and note taking.

– Respond to general inquiries and requests for speaking engagements, meetings, newsletter signups, etc.

Qualifications

– Bachelor's Degree with about 3-5 years of experience in design or project management or both.

– Comfort working with designers, engineers, researchers, and senior management.

– Excellent interpersonal and team collaboration skills, able to communicate with colleagues on all levels in a remote professional environment.

– Superb organizational skills and attention to detail.

– Self-motivated and highly disciplined in a remote working environment.

– Takes pride in work product and contributes to an organizational culture of high-standards.

– High level of proficiency with GSuite, MS Office, and project management tools.

If interested please send a resume and cover letter to jobs@probablefutures.org.

To learn more about our founder and our work:

– Spencer Glendon presentation at the 2019 Sohn Investment Conference

– Article in the *New Yorker*

– Article in *Vice*