



JOB DESCRIPTION AND REQUIREMENTS FOR EPD Implementation Coordinator (Ready-mix concrete)

Objectives of this role:

As an EPD Implementation Coordinator, you'll work directly with ready-mix concrete producers to implement our EPD Generator software. You'll guide customers through a clear, structured onboarding process including data collection, software setup, third-party verification, and training.

This role is ideal for someone who enjoys structured, repeatable work and values organization, reliability, and customer success. While the technical content relates to sustainability, the day-to-day work is more focused on client coordination and workflow execution than on in-depth LCA modeling.

Responsibilities:

- Coordinate and manage several customer onboarding projects simultaneously
- Support clients in collecting data and submitting it in our standard formats
- Draft and finalize life cycle reports and prepare documents for third-party verification
- Train client teams on how to generate and use EPDs
- Track project milestones and keep internal and external stakeholders aligned
- Maintain consistent and proactive communication with your assigned accounts

Your Role in Improving the Role:

Although the workflow is consistent across projects, we encourage every team member to refine and improve the process. You'll have the freedom to:

- Recommend better ways to manage repeat tasks
- Streamline documentation and templates
- Suggest product or tooling improvements based on your experience
- Help build systems that make your (and others') work more efficient

We're looking for someone who can own the current system and make it better over time

Long-Term Growth Opportunities

This role is designed as a launchpad — not a ceiling. While the day-to-day work is primarily focused on implementation and client onboarding, you'll gain valuable exposure to life cycle assessment (LCA), environmental product declarations (EPDs), and carbon accounting tools used across the concrete industry.



For team members who excel in this role and are interested in developing deeper technical skills, there is a clear path to gradually move into more advanced LCA work, including:

- Leading custom LCA projects
- Supporting product design and feature development
- Representing Climate Earth in technical discussions with customers and partners

We've seen past team members grow into technical or strategic roles after building a strong foundation here. We just ask that you fully commit to and own this role for at least 2–3 years, so that your growth supports the team as much as it supports you.

What This Role is Not

We want to be transparent: this is not a research or modeling-heavy LCA role. If you're looking for deeply technical sustainability work or new challenges every week, this may not be the best fit.

But if you want a clear path, good structure, client interaction, and the satisfaction of making a tangible impact, this might be your sweet spot.

Who You Are

- You're early in your career and eager to build practical experience in sustainability
- You're great with follow-through, organization, and clear communication
- You enjoy structured work and getting things across the finish line
- You find satisfaction in making systems smoother and more efficient
- You're comfortable working remotely and managing your own time
- You're curious and growth-minded, even when tasks are repetitive
- Bonus: Experience with sustainability, concrete, or EPDs – but not required

Requirements:

The successful candidate must be a team player, skilled time manager and negotiator, obsessive planner, strategic thinker, self-motivated, hardworking and enthusiastic.

- Minimum of 2 years of customer service experience in software
- Excellent analytical and problem-solving skills
- Proficiency in project management software tools such as Jira and Zoho
- Demonstrated ability to prioritize tasks and meet deadlines
- Team player who possesses strong interpersonal, written and oral communication skills
- Creative problem-solver with ability to multi-task, manage multiple projects and meet deadlines in a fast-paced environment
- Self-starter with a sense of humor and positive, can-do, professional demeanor who requires little hand holding
- Engineering degree with 2+ years of experience
- Fluent in English, Spanish optional



- US work permit

Location:

Remote – United States

This position reports to the Director of North American LCA & EPD Services.

Salary and Benefits:

Our benefit package includes healthcare, and a company matched 401k retirement program for US based employees. The salary range for this position is \$60,000-\$70,000, depending on your background and years of experience.

Why Join Climate Earth?

- Mission-driven work that actually helps fight climate change
- Remote-first culture
- Collaborative team that values growth, structure, and impact
- Opportunity to shape your role and the way we work
- Entry point into the growing world of low-carbon construction and carbon accounting

About Climate Earth:

Climate Earth is on a mission to reduce the carbon footprint of concrete, one of the most widely used – and most carbon-intensive – materials on the planet (amongst several other materials). As the leading provider of cloud-based tools for concrete producers, we automate life cycle assessment (LCA) and the creation of Environmental Product Declarations (EPDs). Our applications focus on measuring and managing embodied carbon, speeding low carbon mix design innovation and helping producers market their low carbon concrete solutions.

Today, our applications are in use at over 1,400 ready mix concrete, block, precast and cement plants around the world, helping companies measure and reduce the environmental impact of their concrete mix designs.

Climate Earth has a strong team oriented, and collaborative work environment. We work hard and we get things done. We are excited about sustainability and making a significant difference by giving the concrete industry the tools they need to measure and manage carbon reductions. We've supported a remote-first culture since day one and are building a strong, flexible, and mission-driven team.

To apply:

Submit your resume and cover letter to recruiting@climateearth.com. Applications will be reviewed on a rolling basis until the position is filled. Note that we do not accept phone calls, drop-ins, or hard copies.

climateearth.com/company/careers