

## **About Us**

Silvestrum is a small company with a global reach. We are focused on nature-based approaches to tackling challenges of climate change and other societal issues. We advise policy makers, private sector actors, and not for profits to build solutions for communities and nature. We are particularly focused on [restoring coastal and marine ecosystems](#) but also regenerative agriculture and forests. We have a particular strength in linking finance to nature-based carbon removals.

Our team brings together a deep passion for science, policy, community, and strategy required to make scalable and impactful natural carbon removal a reality. Within the first 5 years we helped to deliver the world's largest coastal restoration project through carbon finance.

## **Our Values**

To foster global action through empowerment, collaboration, integrity, responsibility, and trust.

## **This Role**

We have two linked companies, one based in the Netherlands and another in California. Across the two companies we are 15 people working virtually from the US to Mauritius. This role is to take charge of virtual office management of the California company for the U.S. based team and improve operations and financial management. This includes learning about our work and our world and taking charge of orienting office activities to support the company mission.

## **What you will do:**

- Take charge of the virtual office environment and manage all office needs including coordination of human resources, maintenance of accounts and state paperwork compliance.
- Assist with HR tasks such as onboarding new hires, managing employee records, and coordinating employee benefits.
- Managing payroll and insurance services.
- Provide accounts management and improve project budget tracking.
- Check accounts for invoice milestones and create regular invoices.
- Develop a system of tracking and reconciling expenses, deploying, and managing it across the organization.
- Liaise with counterparts in the E.U. office.
- Assist with onboarding new team members.
- Produce reports as required.

- Create and manage processes that will help us scale and assist the Principals on special impact projects as needed.

**Who you are:**

- You have 3+ years of working experience as a manager / an admin in an office environment with responsibilities for bookkeeping, receipts, and payment tracking. Experience doing so in an early-stage startup environment / small company is ideal. Experience in the climate or ESG space is a “nice to have” but we will also take passion for our mission in lieu of direct experience.
- You are highly organized and detail-oriented — you care about the little things. You notice when something isn't quite right, and you take the initiative to fix it.
- You are familiar with QuickBooks, MS Office, and Google applications.
- You prefer autonomy but engage to ask questions and act on feedback.
- You're a professional, collaborative, and effective communicator, both verbally and in writing.
- You're an exceptional owner — you see a problem, you solve it.
- You love working with people! You have a high EQ and can balance holding people accountable while maintaining a good rapport with them.
- You thrive in a small business environment.
- You have excellent professional discretion and are comfortable handling sensitive and confidential information.

**Job type:** Part time (50%) with flexible hours.

**Location:** flexible / remote.

**Pay:** \$30-40 per hour (anticipated range).

**Application Process:** Please send resume and introductory letter to:

[recruitment@silvestrum.com](mailto:recruitment@silvestrum.com)

Silvestrum is an equal opportunity employer. Building solutions to global problems requires humans of all varieties to contribute diverse ideas and experiences. That’s why we’ve put recruiting, hiring, and retaining individuals from underrepresented groups at the top of our priority list. We encourage you to apply if you identify as Black, Native Hawaiian or Pacific Islander, American Indian or Alaskan Native, Hispanic or Latino, LGBTQ+ – or with any other underrepresented group – even if you don’t tick all the boxes in the description above. We never discriminate on the basis of race, religion, national origin, gender identity or expression, sexual orientation, age, or marital, veteran, or disability status.