

Hecla Mining Company
Position Description
2/18/2022

Position Title: ESG Analyst

Location: Corporate Office (Vancouver)

Purpose: This position supports the strategy, implementation, tracking, reporting and communication of environmental, social and governance (ESG) efforts across Hecla. The Analyst will participate in strategy definition and target setting, while building on existing ESG success to enable future positive impact. The ESG Analyst will work in a cross-functional, collaborative environment, requiring an understanding of the entire organization and environmental issues and is able to navigate technical conversations related to environmental matters.

This role will work closely with senior and other functional leaders across the organization to advance ESG strategies to meet stakeholder expectations and drive long-term value.

Reports To: Vice President, Corporate Development

Objectives, Tasks & Standards

- Participate in data gathering and analysis and present organized, accurate and complete data with accompanying, critical and compelling context to inform and influence decision-making
- ESG strategy – target setting, roadmap development, linking ESG with corporate strategy. Drive adoption and progress toward meeting the ESG strategy; work to build consensus and action across cross-functional internal team members.
- Prepare internal communications (verbal and written) and coordinate with teams regarding external reporting to amplify ESG performance
- Conduct research regarding ESG trends and best practices and offer recommendations regarding applicability and implementation
- Provides support and guidance to internal team members about ESG programs and processes. Support the maintenance of internal and external ESG disclosures and serve as resource for internal partners for external reporting.
- Assesses community needs and provides management with program improvement recommendations
- Evaluate, prioritize, and assess different stakeholder groups, interests and public information requirements for ESG-related information; coordinate global efforts related to applicable ESG legislation and regulations.
- Promote Hecla's reputation in the areas we serve including relationships with community/civic groups and local government and maintain strong relationships with internal team members as well as external stakeholders.
- Support employee sustainability engagement initiatives and identify opportunities to further ingrain ESG initiatives in the corporate culture

Knowledge, Skills, Abilities

- Superior verbal and written communication skills.
- Proficient with Microsoft Office Suite or related software.
- Excellent interpersonal, counseling, and negotiation skills.
- Strong presentation skills.
- Excellent leadership skills.
- Strong analytical and critical thinking skills.
- Ability to navigate ambiguity, and work through details while maintaining a global perspective.
- Awareness of the breadth of ESG topics
- Experience working with multiple systems to aggregate and manage diverse data sets.
- Working knowledge of core business functions, specifically financial and economic concepts
- Experience developing and evaluating impact metrics, and program reports and conducting data analysis to drive engagement
- Experience presenting information in a manner that influences, educates, and enhances understanding at all levels
- Exceptional project management skills and experience working with people across geographies, cultures, functions and all levels of authority.
- Strong business acumen with a focus on achieving, tracking, and measuring results

Education & Training

- Bachelor's Degree in relevant study work (Environmental Studies, Business, or related)
- 3-5 years of related experience
- Experience working with environmental management