



Job Description Program Assistant

Primary Responsibilities

The Program Assistant's primary role is to support reporting and verification services, which includes providing customer services to account holders and conducting review of project reporting documentation of emissions reductions/removals projects under program standards.

More specifically, the Program Assistant duties include the following tasks below. These duties should be seen as a starting point and may evolve over time based on interests and experience.

PROGRAM SUPPORT (75%)

1. Serve as a technical resource to project developers and verification bodies and provide guidance with respect to policy interpretation, methodology and clarification issues related to the Reserve's forestry protocols.
2. Review project and verification documents of verified projects to ensure compliance with the Reserve's protocols and program rules.
3. Draft clarifications to project developers and verification bodies on the findings of their project reviews.
4. Review and make determinations on protocol variance requests.
5. Conduct conflict of interest reviews between project developers and verification bodies.
6. Help develop written materials and resources to assist reporting, verification, auditing and project activities.
7. Respond to general inquiries about the Reserve's reporting and verification program
8. Undertake and complete research assignments, as requested.
9. Assist with the development training curricula and deliver project developer and verification trainings.

ADMINISTRATION (25%)

1. Help manage resources including database of guidance provided to account holders, policy and protocol clarifications, and verifier/technical assistance provider program updates.
3. Assist in the maintenance of the Reserve's internal and external operating procedures.
4. Assist with development and maintenance of the programmatic portion of the Reserve's website.
5. Assist Program Director with other administrative tasks as needed.

Desired Competencies

1. Diligently attends to details and pursues quality in accomplishing tasks.
2. Can adjust effectively to work within new structures, processes, or requirements.
3. Demonstrates dependability with respect to attendance and following the Reserve's, policies and procedures.

4. Is committed to providing excellent service by showing an interest in and responding timely to our customers' needs. Can describe our customers' expectations.
5. Uses sound methods to plan and track work, appointments, and commitments. Prioritizes tasks by importance and deadline, able to take prompt action to accomplish objectives.

Requirements

1. Bachelor's degree in forestry, natural resources management, or related degree.
2. Experience or interest in working with GHG/climate change.
3. Strong written and oral communication skills.
4. Ability to review and understand technical documents, and present materials in an understandable fashion.
5. Experience with Microsoft Office applications (Word, Excel, PowerPoint, etc.) and databases.
6. U.S. citizenship or legal right to work in the U.S.

Compensation

Salary commensurate with experience. Position includes a competitive benefits package.

Application Process

The position is available immediately. Interested candidates must submit the following information to the Search Committee:

- Cover letter
- Resume
- Writing sample (maximum of 5 pages)

The deadline to apply is 5:00 p.m. Friday, December 14, 2012. Incomplete applications will not be considered. Applications should be emailed to the following address with the header "Program Assistant Candidate":

EMAIL: jobs@climateactionreserve.org

The Climate Action Reserve is an equal opportunity employer.