



JOB ANNOUNCEMENT: Policy Manager or Policy Associate, Climate Action Reserve

Location: Los Angeles, California

About the Organization

The Climate Action Reserve is a pioneer in carbon accounting and the most experienced, trusted and efficient offset registry to serve the carbon markets. With deep roots in California and a reach across North America, the Reserve encourages actions to reduce greenhouse gas emissions and works to ensure environmental benefit, integrity and transparency in market-based solutions to address global climate change. It operates the largest accredited registry for the California compliance market and has played an integral role in the development and administration of the state's carbon offset program. For the voluntary market, the Reserve establishes high quality standards for carbon offset projects, oversees independent third-party verification bodies and issues and tracks the transaction of carbon credits (Climate Reserve Tonnes) generated from such projects in a transparent, publicly-accessible system. The Reserve program promotes immediate environmental and health benefits to local communities and brings credibility and value to the carbon market. The Climate Action Reserve is a private 501(c)(3) nonprofit organization headquartered in Los Angeles, California with satellite offices around the U.S.

For more information, please visit www.climateactionreserve.org.

The Reserve is seeking either a Policy Manager or a Policy Associate to help with its GHG project protocol development and implementation work, as well as consulting services and new initiatives. Interested candidates should specify in their cover letter which level they believe they are suited for based on the described responsibilities and requirements listed below.

Primary Responsibilities

Working with the Reserve's Policy Team, the successful candidate will be responsible for maintaining and updating existing protocols and supporting or leading the development of new project protocols. This individual will also support the implementation of projects under the Reserve's program standards and under the State of California's compliance offset program, and work on other projects, as needed.

The Policy Associate position will report to a Senior Policy Manager. The Policy Manager position will report to the Director of Policy. The primary responsibilities are outlined below and should be viewed as a starting point; the position will evolve and grow according to the successful candidate's interests and aptitude, and with the Reserve workflow.

DEVELOPMENT OF NEW PROTOCOLS

Manager:

- Directly manage the development of project protocols including: assessing project typologies for potential protocol development, developing expertise in specific sectors/technologies, creating and managing project timeline and deliverables, drafting protocol documents, and responding to inquiries regarding protocols.
- Directly manage multi-stakeholder workgroups including: facilitating workgroup discussion and input on protocol development issues, preparing documents for and communicating with workgroup members and technical contractors, leading conference calls, meetings, and public workshops.



- Communicate externally by presenting protocols to stakeholders, industry groups, government agencies, and the Reserve's Board of Directors.

Associate:

- Support the development of project protocols through such activities as: literature reviews, regulatory analysis, financial modeling, statistical analysis, and drafting and editing of protocol documents.
- Help coordinate and facilitate stakeholder workgroups.

MANAGEMENT OF EXISTING PROTOCOLS

Manager:

- Manage and refine existing protocols on an ongoing basis, including: drafting protocol updates and clarifications, managing protocol updates and expansions, and staying abreast of GHG reporting and sector-specific developments nationally and internationally.

Associate:

- Develop subject matter expertise on the contents and implementation of specific Climate Action Reserve protocols
- Conduct research for and coordinate protocol updates as needed
- Respond to inquiries about contents and application of protocols

OFFSET REGISTRY PROGRAM SUPPORT

Manager and Associate:

- Review project submittal and verification documents to ensure compliance with the Reserve's program or California's compliance offset program.
- 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 specific protocols.
- Draft clarifications to project developers and verification bodies on project review findings.

OTHER PROJECTS

Manager and Associate:

- Provide key contributions to the work of the Policy Team on additional projects as needed.

Desired Competencies

1. Honesty and professionalism in all internal and external interactions.
2. Ability to understand, evaluate and describe methods for quantifying GHG emissions or carbon sequestration in a range of human-designed and biological systems.
3. Ability to clearly and precisely communicate policy and technical concepts, both in writing and orally.
4. Ability to self-teach complicated technical subjects in a limited amount of time.
5. Takes personal responsibility for the quality and timeliness of work, and able to achieve results with little oversight.
6. Ability to manage own time, priorities, and resources to complete work assignments and help achieve organizational goals.



7. Diligent attention to details and pursuit of quality in accomplishing tasks.
8. Ability to build constructive internal and external working relationships characterized by a high level of acceptance, cooperation, and mutual respect.
9. Ability to work independently or within a team to achieve goals and deliverables.

Requirements

1. U.S. citizen or legal right to work in the U.S.
2. Fluency in English is required. Preferred candidates will also be fluent or highly proficient in Spanish.
3. Professional or academic experience with US agricultural policy and/or science is desired.
4. Demonstrated experience with Microsoft Excel and use of formulae (applicants will be asked to complete an assessment of their MS Excel competency).

Manager

5. MA/MS degree in natural or environmental science, engineering, public policy, economics, or a related field. Natural sciences, economics, or engineering background preferred.
6. At least 3 years of directly-related professional experience (up to a maximum of 1 year of experience can be met by demonstrating at least 2 years of directly-related internship experience).
7. Demonstrated knowledge of GHG accounting and climate policy.
8. Demonstrated experience with GHG emissions measurement and verification.

Associate

5. BA/BS degree in natural or environmental science, engineering, public policy, economics, or a related field. Natural sciences, economics, or engineering background preferred.
6. 1-2 years of professional experience (up to a maximum of 1 year of experience can be met by having a directly-related Master's degree).
7. Knowledge of GHG accounting and climate policy.
8. Knowledge of GHG emissions measurement and verification.

Salary and Benefits

Salary commensurate with experience. The Climate Action Reserve offers a generous and comprehensive 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 position is open until filled. Incomplete applications will not be considered. Applications should be emailed to the following address with the header "Policy Manager Candidate" or "Policy Associate Candidate":

EMAIL: jobs@climateactionreserve.org

Climate Action Reserve is an equal opportunity employer