



JOB DESCRIPTION POLICY ASSOCIATE

ORGANIZATIONAL BACKGROUND

The Climate Action Reserve is a U.S. carbon offsets program focused on ensuring the environmental integrity of greenhouse gas (GHG) emissions reduction projects and creating and supporting financial and environmental value in the U.S. carbon market. It does this by establishing regulatory-quality standards for the development, quantification, and verification of GHG offset projects in North America; overseeing independent third-party verification bodies; issuing carbon offset credits (known as “Climate Reserve Tonnes” or “CRTs”) for verified emission reductions; and tracking the transaction of credits over time in a transparent, publicly-accessible system.

The Reserve offers a hands-on, fast-paced work environment with tremendous potential for growth and advancement. This position provides the opportunity to join a team playing a leading role in developing climate change policy in North America. For more information about the Reserve, please visit: www.climateactionreserve.org

The Reserve is seeking a Policy Associate to help with its GHG project protocol implementation and development work.

PRIMARY RESPONSIBILITIES

Working with the Reserve’s Policy Team, the Policy Associate will be responsible for maintaining, implementing, and updating existing protocols and assisting in the development of new project protocols. The Policy Associate will report directly to a Senior Policy Manager. 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.

- Management and ongoing refinement of existing Climate Action Reserve protocols. The Policy Associate will develop subject matter expertise on the contents and implementation of specific Climate Action Reserve protocols, in order to perform the following tasks:
 - Conduct research for and coordinate protocol updates as needed
 - Respond to inquiries about contents and application of protocols
 - Assist in applying protocols to individual projects. This may include reviewing project documents required for project registration – submittal forms, variance requests, verification reports, etc.
 - Train verifiers for verification of specific project types.
- Provide assistance in the research and development of new project protocols. This will include activities like literature reviews, regulatory analysis, financial modeling, statistical analysis, and drafting and editing of protocol documents, as well as helping to facilitate stakeholder workgroups.

- Provide research support to the Policy Team on additional projects as needed.

DESIRED QUALIFICATIONS

- BA/BS degree (MA/MS degree preferred) in natural or environmental science, engineering, public policy, economics, or a related field.
- Knowledge of GHG accounting and climate policy
- Demonstrated experience with GHG emissions measurement and verification
- Strong technical/analytical background
- Ability to deliver effective presentations and digest complicated technical issues and present them in a simple and understandable fashion
- Exceptional research and writing skills
- Strong organizational, interpersonal, and communication skills
- Natural sciences, economics or engineering background preferred
- 1-2 years professional experience (and/or relevant internship experience)
- U.S. citizen or legal right to work in the U.S.

CHARACTERISTICS

- Team player and quick learner who focuses on high productivity and results
- Self-starter with a proactive attitude
- Creative problem solver
- Adaptable; willing and able to learn new subject areas quickly
- Professional, friendly, and enthusiastic personality

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 position is open until filled. Incomplete applications will not be considered. Applications should be emailed to the following address with the header "Policy Associate Candidate":

EMAIL: jobs@climateactionreserve.org

The Climate Action Reserve is an equal opportunity employer.