



CLIMATE
ACTION
RESERVE

Job Description: Program Assistant

Organizational Background

The Climate Action Reserve (the Reserve) is a North American offsets program working to ensure integrity, transparency and financial value in the carbon market. It does this by establishing regulatory-quality standards for the development, quantification and verification of greenhouse gas (GHG) emissions reduction projects in North America; issuing carbon offset credits known as Climate Reserve Tonnes (CRT) generated from such projects; and tracking the transaction of credits over time in a transparent, publicly-accessible system. Adherence to the Reserve's high standards ensures that emissions reductions associated with projects are real, permanent and additional, thereby instilling confidence in the environmental benefit, credibility and efficiency of the carbon market.

The Reserve offers a hands-on, fast-paced work environment, and tremendous potential for growth and advancement. This position provides the opportunity to join a team playing a leading role in developing climate change and offsets policy.

Primary Responsibilities

The Program Assistant's primary role is to support account holders and other stakeholders including offset project developers that use the Reserve to report emissions reductions/removals projects under our program standards. This individual assists with the review of project documents, including verification reports, leading to the issuance of emission reduction credits using the Reserve software system. The primary responsibilities are outlined below.

Program Support (75%)

- Assist project developers and verification bodies with policy interpretation, methodology and clarification issues related to the Forest Project Protocol.
- Provide training and technical assistance to account holders with regard to the Forest Project Protocol
- Help develop written materials and resources to assist reporting, verification, auditing and project activities
- Respond to general inquiries about the Reserve's reporting and verification program
- Provide statistical analysis and measurement of project status
- Undertake and complete research assignments, as requested
- Assist with creating course content for trainings, exams, workshops, webinars and conference calls.

Administration (25%)

- Help manage online resources including database of contacts, policy clarifications, and verifier/technical assistance provider program updates.

- Assist in the development and implementation of the Reserve's internal and external operating procedures
- Help document programmatic activities and maintain the programmatic portion of the Reserve's website.
- Assist with administration of Reserve software, testing, troubleshooting, and electronic filing
- Assist Program staff with other administrative tasks as needed

QUALIFICATIONS

- Baccalaureate degree in forestry, natural resources management, public policy, environmental science or management, environmental engineering, or related technical degree preferred.
- Forestry, carbon sequestration, and/or statistical experience required.
- Experience or interest in working with GHG/climate change.
- Demonstrated exceptional research and writing skills and strong oral communication skills.
- Ability to review and understand technical documents, perform emission calculations, conduct data analysis, and present results in a simple and understandable fashion.
- Strong experience with Microsoft Office applications (Word, Excel, PowerPoint, etc.) and databases.
- U.S. citizenship or legal right to work in the U.S.

CHARACTERISTICS

- Detail-oriented, ability to multi-task and manage time well
- Strong customer service and interpersonal communication skills
- Team player and quick learner who focuses on high productivity and results
- Professional, friendly, and enthusiastic personality
- Self starter with a proactive attitude who can anticipate needs

COMPENSATION

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

APPLICATION PROCESS

The position is available immediately. Interested candidates should submit the following documents to jobs@climateactionreserve.org:

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

Applications will be considered on a rolling basis.

The Climate Action Reserve is an equal opportunity employer.