



JOB ANNOUNCEMENT: Reserve Administrator, 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 cap-and-trade 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.

Primary Responsibilities

The Reserve Administrator provides administrative support to the Reserve's reporting and verification program and technical support to account holders. This position is considered an entry-level position for the Programs Team and reports to the Vice President, Programs. As the Reserve Administrator grows more comfortable with the administrative responsibilities detailed below, he or she can take a more active role in program support, such as conducting reviews of project reporting documentation under program standards.

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

RESERVE ADMINISTRATION (80%)

1. Account holder support: responding to emails and phone calls for general programmatic topics, technical support, software and account issues
2. Liaise with project lead reviewers to update project status and phases in software – submittals, listing, registration, cancellation and inactivation
3. Manage Reserve file management - download and archive project related documentation; update account holder contact information; work to improve and maintain upkeep of reporting functionality
4. Perform Know Your Customer (KYC) process and research in order to approve new accounts
5. Help manage account holder invoicing, including notices of cash balances and past due invoices
6. Produce weekly project report for internal distribution
7. Support the Reserve's role as an OPR under California's compliance offset program, including the management of credit cancellation for conversion to ARBOCs
8. Assist Vice President, Programs with other administrative tasks as needed

PROGRAM SUPPORT (10%)

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 protocols.
2. Assist in the maintenance of the Reserve's Internal Operating Procedures and User Guide.
3. Respond to general inquiries about the Reserve's reporting and verification program
4. Review project submittal and verification documents to ensure compliance with the Reserve's protocols and program rules.
5. Draft summaries for project developers and verification bodies on the findings of their project reviews.
6. Review and make determinations on protocol variance requests.
7. Assist with the development training curricula and deliver project developer and verification trainings.
8. Assist with development and maintenance of the programmatic content on the Reserve's website.
9. Undertake and complete research assignments, as requested.

SUPPORT MAINTENANCE AND PERFORMANCE OF RESERVE SOFTWARE (10%)

1. Serve as a team member on internal software management team.
2. Participate in regularly-scheduled meetings with software partner team.
3. Along with software manager, help coordinate development schedules and perform user testing.
4. Along with software manager, track user feedback, help maintain and assess development priorities, and help coordinate development and trouble-shooting schedules.
5. Manage internal and external access and security, in coordination with Vice President, Programs, including create new accounts and support ongoing access to the software.

Desired Competencies

1. Takes personal responsibility for the quality and timeliness of work, and achieves results with little oversight.
2. Is committed to providing excellent service by showing an interest in and responding timely to our customers' needs. Can describe our customers' expectations.
3. Diligently attends to details and pursues quality in accomplishing tasks.
4. 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.
5. Discerns what is crucial from what is just urgent; adjusts priorities as situations change. Meets and exceeds deadlines.
6. Demonstrates dependability with respect to attendance and following the Reserve's, policies and procedures.

Requirements

1. Bachelor's degree in environmental science or management, public policy, or related degree.
2. Experience or interest in working with GHG/climate change.
3. Strong written and oral communication skills
4. Strong experience with Microsoft Office applications (Word, Excel, PowerPoint, etc.) and databases



5. Ability to review and understand technical documents, and present materials in an understandable fashion.
6. U.S. citizenship or legal right to work in the U.S.

Salary and Benefits

Salary is commensurate with experience and skills. The Climate Action Reserve offers a generous and comprehensive benefits package.

Application Process

Interested candidates must submit the following information to the Search Committee:

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

The deadline to apply is 5:00 p.m. Pacific Time, Monday, February 29, 2016. Incomplete applications will not be considered. Applications should be emailed to the following address with the header "Reserve Administrator"

EMAIL: jobs@climateactionreserve.org

The Climate Action Reserve is an equal opportunity employer