



JOB ANNOUNCEMENT: Communications Assistant, Climate Action Reserve

Location: Los Angeles, California

About the Organization

The Climate Action Reserve (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 carbon market and has played an integral role in the development and administration of the state's cap-and-trade program. For the voluntary carbon 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 has also applied its experience in and knowledge of carbon accounting and standards to assessing the impact of financial investments in climate projects and addressing forecasted emissions generation. The Reserve's work promotes immediate environmental and health benefits to local communities and brings credibility and value to the carbon market and investments. 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 Communications Assistant supports the media relations and direct communications activities of the Reserve and its programs, including its offset registry services, CEQA GHG Mitigation Registry, Climate Impact Score, and North American Carbon World conference.

The Communications Assistant's duties involve assisting with writing content for the newsletter, event coordination and promotion, social media marketing, website maintenance, and media monitoring. More specifically, the Communications Assistant's 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. The position will report to the Senior Communications Manager.

- Assist with media relations activities
 - Support grassroots media activities and assist with other media relations activities
 - Maintain media lists
 - Monitor media coverage and produce the weekly media report
 - Search for and file media placements for the Reserve
 - Research potential candidates for Climate Action Offsetter blogs
- Support direct communications
 - Create the monthly newsletter and events blast under the supervision of the Senior Communications Manager
- Support active maintenance of the Reserve's social media accounts
 - Manage the Reserve's Instagram and LinkedIn accounts



- Provide support for the Reserve's Twitter and Facebook accounts
 - Keep updated on social marketing trends and how they can effectively be applied to the Reserve's work
- Manage collateral supply and branded giveaways
- Support the Reserve's graphic design work
- Manage vendors, such as graphic designers, printers, web developers, etc., and get price quotes
- Assist with monitoring appropriate communications coming from other departments and external parties for adherence to the Reserve's style guide and communications standards
- Assist with preparation for and onsite work at the Reserve's annual conference North American Carbon World (NACW), the continent's largest and longest-running event on climate policy and carbon
 - Provide logistics support
 - Support management of sponsors and exhibitors
 - Create signage and PowerPoints
 - Take on other tasks, as needed

Desired Competencies

1. Excellent written and verbal communication skills, including print, e-mail, phone, and social media.
2. Understands and demonstrates a strong understanding of appropriate communications etiquette.
3. Commitment to ensuring the quality and timeliness of work. Performs tasks with care and checks work for completeness and accuracy. Remains aware and takes care of details that are easy to overlook or dismiss as insignificant.
4. Processes scientific information and relays the content in a clear, concise, and digestible manner.
5. Contributes to strategic discussions about the Reserve's goals and ideas to achieve them.
6. Uses good judgment and makes sound decisions. Provides honest, ethical, and positive leadership in the promotion of the Reserve's mission and goals.
7. Promotes cooperation and commitment within a team to achieve goals and deliverables.
8. Understands the role of marketing and communications in an organization.
9. Is open to new ideas and perspectives, and demonstrates initiative for new opportunities.

Requirements

1. Bachelor's degree in marketing, communications, environmental studies or related field.
2. A minimum of one year of full time work or voluntary experience in the communications field.
3. Strong interpersonal skills and the ability to work with teams.
4. Detail-oriented and organized thinker who can juggle multiple, competing priorities.
5. Proficient in Microsoft Word, Excel, and PowerPoint.
6. Knowledge of basic HTML preferred.
7. A U.S. citizen or legal resident with the 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)

Applications will be accepted until COB February 15, 2018. Incomplete applications will not be considered. Applications should be emailed to the following address with the header "Communications Assistant".

EMAIL: jobs@climateactionreserve.org

The Climate Action Reserve is an equal opportunity employer