



JOB ANNOUNCEMENT: Administrative 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 an Administrative Associate to support the administrative and accounting functions of the organization.

Primary Responsibilities

The Administrative Associate will report to the VP of Operations and support the Operations team in accounting, travel, and administrative functions. The responsibilities below may be seen as a starting point and may evolve over time with candidate's experience and interest.

Operations Support (50%)

- Accounts Payable
- Coordinate the internal purchasing processes, in line with established policies
- Coordinate the collection and approval of expense and travel reports, and review for sufficiency in line with established policies
- Prepare invoices for event sponsorships, Account Holders and other Reserve customers
- Assist with preparation of monthly financial reports such as event, grant and contract reports
- Oversee petty cash
- Assist with reconciliation of weekly credit card charges including obtaining supporting back up documentation
- Assist with expense reporting for the President and VP staff

General Administration (50%)

- Greet Reserve guests
- Book staff travel
- Handle incoming mail and outgoing mailings, including mail merges
- Create and maintain office files

- Data entry and administrative support for contacts database
- Prepare minutes of weekly staff meetings
- Assist with logistics for events such as bi-annual staff retreats and annual conference (NACW)
- Assist with other administrative tasks, such as general correspondence, as needed

DESIRED COMPETENCIES

- Knows and support teammates' work and deliverables. Encourages team unity through sharing information or expertise, working together to solve problems, and putting team success over individual.
- Diligently attends to details and pursues quality in accomplishing tasks. Performs tasks with care; checks work to ensure accuracy and completeness. Makes few if any errors.
- Demonstrates new and thoughtful ideas and provide good organizational feedback.
- Demonstrates a high level of trust and integrity.
- Builds constructive internal and external working relationships characterized by a high level of acceptance, cooperation, and mutual respect.
- Maintains an open, approachable manner, and treat others fairly and respectfully.
- Adjusts effectively to work within new processes or requirements (such as learning new software or additional accounting responsibilities).
- Demonstrates a high level of dependability with respect to the Reserve's, policies and procedures.
- Remains aware and take care of details that are easy to overlook or dismiss as insignificant. Anticipates and recognizes the needs and concerns of others; follows through on tasks to ensure needs have been fully met.

REQUIREMENTS

- Undergraduate degree and at least 2-3 years of professional administrative experience (and/or substantive internship experience).
- Bookkeeping experience, including experience with QuickBooks
- Demonstrated proficiency with the Microsoft Office software suite (Word, Excel, PowerPoint, Outlook, etc.) and Adobe Acrobat. Working knowledge of Sales Force or other contacts databases.
- Knowledge of, and/or interest in, environmental issues relating to climate change.
- U.S. citizenship or legal right to work in the U.S.

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 1 page)

Applications will be accepted until COB April 15, 2018. Incomplete applications will not be considered. Applications should be emailed to the following address with the header "Administrative Associate Candidate":

EMAIL: jobs@climateactionreserve.org

Climate Action Reserve is an equal opportunity employer