



JOB ANNOUNCEMENT: Program 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 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 Reserve has also launched new programs to accelerate climate action: Climate Forward, a program designed for companies to mitigate emissions from future investments, and Climate Impact Score, a program designed to quantify the greenhouse gas impacts of investment products such as green bonds. 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 Program Associate's primary role is to provide customer service to account holders throughout the reporting and verification process. This includes conducting reviews of offset project verification documentation under the Reserve's voluntary offset program standards and the California Air Resources Board compliance offset program and collaborating across teams on policy matters.

More specifically, the Program Associate 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.

PROGRAM SERVICES (85%)

1. Serve as a technical resource to project developers and verification bodies and provide guidance with respect to policy conformance, interpretation, and clarification issues related to the Reserve's program and protocols, and California's compliance offset program and protocols.
2. Serve as implementation lead for the forest and grassland protocols, at a minimum.
3. Review project submittal and verification documents to ensure compliance with the applicable protocols and program rules.
4. Draft clarifications to project developers and verification bodies on the findings of their project reviews.
5. Conduct conflict of interest reviews between project developers and verification bodies.
6. Along with Senior Program Manager and Program Director, develop written materials and resources to assist reporting, verification, auditing and project activities.
7. Respond to general inquiries about the Reserve's reporting and verification program.



8. Undertake and complete research assignments, as available.
9. Develop training curricula and deliver project developer and verification trainings.
10. Review and make determinations on protocol variance requests.

ADMINISTRATION (15%)

1. Serve as lead on a variety of program areas, such as verification trainings and Reserve communications.
2. Help manage resources including database of guidance provided to account holders, policy and protocol clarifications, and verifier/technical assistance provider program updates.
3. Along with Program Director, develop and implement the Reserve's Program Manual, Verification Program Manual, internal operating procedures, and User Guide.
4. Along with Program Director, develop and maintain the programmatic portion of the Reserve's websites.
5. Complete other administrative tasks as needed.

Desired Competencies

1. Takes personal responsibility for the quality and timeliness of work and achieves results with little oversight.
2. Organized and able to balance multiple priorities at once. Discerns what is crucial from what is just urgent. Prioritizes tasks by importance and deadline and adjusts priorities as situations change.
3. Able to take prompt action to accomplish objectives. Meets and exceeds deadlines.
4. Remains aware and takes care of details that are easy to overlook or dismiss as insignificant.
5. Takes responsibility for errors or problems. Acknowledges and corrects mistakes.
6. Is committed to providing excellent service by showing an interest in and responding timely to our stakeholders' needs. Can describe our stakeholders' expectations.
7. Knows and supports teammates' work and deliverables. Helps teammates who need or ask for support or assistance and acknowledges and celebrates the achievements of teammates.

Requirements

1. Master's degree in environmental science or management, public policy, or related degree, or undergraduate degree with two years of experience working with GHG accounting or carbon markets and performing emission calculations.
2. Any amount of educational experience or prior work experience in ecology, biology, forestry, or a related field is desired, but not required.
3. Strong written and oral communication skills.
4. Ability to review and understand technical documents and present materials in an understandable fashion.
5. Strong experience with Microsoft Office applications (Word, Excel, PowerPoint, Access, etc.) and databases.
6. Fluency in English. Fluency in Spanish desired, but not required.
7. U.S. citizenship or legal right to work in the U.S. The Reserve is not able to sponsor work visas.



Salary and Benefits

Competitive salary, 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 position is opened until COB December 6, 2019. Incomplete applications will not be considered. Applications should be emailed to the following address with the header "Program Associate".

EMAIL: jobs@climateactionreserve.org

The Climate Action Reserve is an equal opportunity employer. The Reserve does not discriminate on the basis of race, gender, ethnic origin, or any other classification protected by law, and encourages applications from all qualified individuals.

The Reserve is committed to an inclusive work environment that embraces and appreciates diversity. It supports fair treatment and equal opportunity for all Reserve staff, and respects and values the talents and contributions of all individuals.