



JOB ANNOUNCEMENT: Policy 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 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 a Policy Associate to help with its GHG project protocol implementation and development work.

Primary Responsibilities

Working with the Reserve's Policy Team, the Policy Associate will be responsible for maintaining and updating existing protocols and assisting in the development of new project protocols. The Policy Associate will support GHG policy and technical work related to climate finance and a variety of other projects. The Policy Associate will also support the implementation of projects under the Reserve's program standards and under the State of California's compliance offset program.

The Policy Associate will report directly to a Senior Policy Manager. The primary responsibilities are outlined below and should be viewed as a starting point; the position will evolve and grow according to the successful candidate's interests and aptitude, and with the Reserve workflow.

MANAGEMENT OF EXISTING PROTOCOLS (25%)

- Management and ongoing refinement of existing Climate Action Reserve protocols. The Policy Associate will develop subject matter expertise on the contents and implementation of specific Climate Action Reserve protocols, in order to perform the following tasks:
 - Conduct research for and coordinate protocol updates as needed
 - Respond to inquiries about contents and application of protocols



DEVELOPMENT OF NEW PROTOCOLS (25%)

- Provide assistance in the research and development of new project protocols. This will include activities like literature reviews, regulatory analysis, financial modeling, statistical analysis, and drafting and editing of protocol documents, as well as helping to facilitate stakeholder workgroups.

PROGRAM SUPPORT (25%)

- Review project submittal and verification documents to ensure compliance with the Reserve's program or California's compliance offset program.
 - 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 specific protocols.
 - Draft clarifications to project developers and verification bodies on project review findings.

OTHER PROJECTS (25%)

- Provide research and technical support to the Policy Team on additional projects as needed.

Desired Competencies

1. Honesty and professionalism in all internal and external interactions.
2. Ability to understand, evaluate and describe methods for quantifying GHG emissions or carbon sequestration in a range of human-designed and biological systems.
3. Ability to clearly and precisely communicate policy and technical concepts, both in writing and orally.
4. Ability to self-teach complicated technical subjects in a limited amount of time.
5. Takes personal responsibility for the quality and timeliness of work, and able to achieve results with little oversight.
6. Ability to manage own time, priorities, and resources to complete work assignments and help achieve organizational goals.
7. Diligent attention to details and pursuit of quality in accomplishing tasks.
8. Ability to build constructive internal and external working relationships characterized by a high level of acceptance, cooperation, and mutual respect.
9. Ability to work independently or within a team to achieve goals and deliverables.

Requirements

1. BA/BS degree (MA/MS degree preferred) in natural or environmental science, engineering, public policy, economics, or a related field. Natural sciences, economics, or engineering background preferred.
2. Fluency in English is required. Preferred candidates will also be fluent or highly proficient in Spanish and/or French.
3. Demonstrated knowledge of GHG accounting and climate policy.
4. Demonstrated experience with GHG emissions measurement and verification.
5. Extensive experience with Microsoft Excel and use of formulae (applicants will be asked to complete an assessment of their MS Excel competency).
6. 1-2 years of professional experience (and/or relevant internship experience).
7. U.S. citizen or legal right to work in the U.S.



8. Professional or academic experience with US agricultural policy and/or science is highly desired.
9. Background in Mexican climate policy or Canadian climate policy is highly desired.

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 5 pages)

The position is open until filled. Incomplete applications will not be considered. Applications should be emailed to the following address with the header "Policy Associate Candidate":

EMAIL: jobs@climateactionreserve.org

The Climate Action Reserve is an equal opportunity employer