



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 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 has also recently launched a new program in the climate finance space called Climate Impact Score™.

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 Program Associate's primary role is to support reporting and verification services, which includes providing customer service to account holders and conducting reviews of project reporting documentation under the Reserve's program standards and under the state of California's compliance offset program.

The Program Associate position will report to the Program Director. 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.

OFFSET REGISTRY PROGRAM SUPPORT

- Serve as a technical resource to project developers and verification bodies and provide guidance related to the Reserve's protocols and California's compliance offset protocols.
- Review project submittal and verification documents to ensure compliance with the Reserve's protocols and program rules and California's compliance offset program.
- Draft clarifications to project developers and verification bodies on the findings of project reviews.
- Conduct conflict of interest reviews between project developers and verification bodies.
- Help develop materials and resources to assist reporting, verification, auditing and project activities.
- Respond to general inquiries about the Reserve's reporting and verification program and California's compliance offset program.



- Undertake and complete research assignments, as requested.

PROGRAM ADMINISTRATION

- Serve as lead on a variety of program areas, such as verification trainings and regularly-scheduled communications with account holders.
- Help manage resources including database of guidance provided to account holders, policy and protocol clarifications, and verifier/technical assistance provider program updates.
- Assist in the maintenance and improvement of the Reserve's internal operating procedures and User Guide.
- Assist with development and maintenance of the programmatic portion of the Reserve's website.
- Assist VP Policy and Programs and Program Director with other administrative tasks as needed.

OTHER PROJECTS

Provide key contributions to the work of the Reserve on additional projects as needed. Current projects include:

- Adapting 13 offset protocols for use in the Ontario and Quebec compliance offset markets
- Supporting the work of Climate Impact Score™, a new Reserve program that quantifies the GHG impact of financial investment instruments (e.g., green bonds)
- Supporting the launch and implementation of a new Reserve program that provides an innovative GHG mitigation option under the California Environmental Quality Act (CEQA)

Desired Competencies

- Takes personal responsibility for the quality and timeliness of work, and achieves results with little oversight.
- Performs tasks with care; checks work to ensure accuracy and completeness. Makes few if any errors.
- Is committed to providing excellent service by showing an interest in and responding timely to our stakeholders' needs. Can describe our stakeholders' expectations.
- Discerns what is crucial from what is just urgent; adjusts priorities as situations change. Meets and exceeds deadlines.
- Builds constructive internal and external working relationships characterized by a high level of acceptance, cooperation, and mutual respect.
- Promotes cooperation and commitment within a team to achieve goals and deliverables.

Requirements

- BA/BS degree (MA/MS preferred) in natural or environmental science, engineering, public policy, economics, or a related field. Natural sciences, economics, or engineering background preferred.
- 1-2 years of professional experience (up to a maximum of 1 year of experience can be met by having a directly-related Master's degree).
- Fluency in English is required. Preferred candidates will also be fluent or highly proficient in Spanish.
- Knowledge of GHG accounting and climate policy.
- Knowledge of GHG emissions measurement and verification.
- Experience or interest in forestry, forest management and/or forest carbon accounting preferred.
- Experience with Microsoft Office applications (Word, Excel, PowerPoint, etc.) and databases.



- 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 5 pages)

The position is open until COB August 14, 2017. Incomplete applications will not be considered. Applications should be emailed to the following address with the header "Program Associate Candidate":

EMAIL: jobs@climateactionreserve.org

The Climate Action Reserve is an equal opportunity employer