



Job Description: Program Assistant

Organizational Background

The Climate Action Reserve (the Reserve) is a national offsets program working to ensure integrity, transparency and financial value in the U.S. carbon market. It does this by establishing regulatory-quality standards for the development, quantification and verification of greenhouse gas (GHG) emissions reduction projects in North America; issuing carbon offset credits known as Climate Reserve Tonnes (CRT) generated from such projects; and tracking the transaction of credits over time in a transparent, publicly-accessible system. Adherence to the Reserve's high standards ensures that emissions reductions associated with projects are real, permanent and additional, thereby instilling confidence in the environmental benefit, credibility and efficiency of the U.S. carbon market.

The Reserve offers a hands-on, fast-paced work environment, and tremendous potential for growth and advancement. This position provides the opportunity to join a team playing a leading role in developing climate change and offsets policy.

Primary Responsibilities

The Program Assistant's primary role will be to support the Reserve project developers as they report emissions reductions projects under our program. This individual will also assist the Reserve Programs staff in developing the suite of member services. 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.

Program Support (50%)

- Assist project developers and verification bodies with policy interpretation and methodology clarification issues; perform approval of new account holders, reviews of emissions reduction project submittals, listing of new projects.
- Provide training and technical assistance to account holders on program requirements, including the Reserve online software, through presentations and ongoing individual communication.
- Help develop materials and resources to assist reporting, verification, and emissions reduction activities.
- Undertake and complete research assignments, as requested.
- Respond to general inquiries about the Reserve's reporting and verification program.
- Assist scheduling and coordinating events, including trainings, workshops, and conference calls.

Administration (50%)

- Administer Reserve software: testing, troubleshooting, and electronic filing.
- Log program questions and software issues.
- Help manage online resources including database of contacts, policy clarifications, and verifier/technical assistance provider program updates.

- Help document programmatic activities and maintain the programmatic portion of the Reserve's website.
- Assist program staff with other administrative tasks as needed

QUALIFICATIONS

- BS degree (environmental engineering or related technical degree preferred) or BA degree in public policy, environmental science or management.
- Experience or interest in working with GHG/climate change, corporate environmental management, and/or air quality issues.
- Fluency in Spanish, both written and oral communication.
- Demonstrated exceptional research and writing skills and strong oral communication skills.
- Ability to digest technical documents, perform emissions calculations, analyze data, and present results in a simple and understandable fashion.
- Strong experience with Microsoft Office applications (Word, Excel, PowerPoint, etc.) and databases.
- U.S. citizenship or legal right to work in the U.S.

CHARACTERISTICS

- Detail-oriented, ability to multi-task and manage time well
- Strong customer service and interpersonal communication skills
- Team player and quick learner who focuses on high productivity and results
- Professional, friendly, and enthusiastic personality
- Self starter with a proactive attitude who can anticipate needs

COMPENSATION

Salary commensurate with experience. Position includes a competitive benefits package.

APPLICATION PROCESS

The position is available immediately. Interested candidates should submit the following documents to jobs@climateactionreserve.org:

- Cover letter
- Resume
- Writing sample (maximum of 5 pages)

Applications will be considered on a rolling basis.

You can also mail your application to:

Program Assistant Search Committee
Climate Action Reserve
523 W. 6th St, Suite 428
Los Angeles, CA 90014

No phone calls please.

The Climate Action Reserve is an equal opportunity employer.