



Analyst, Program Operations

Vacancy Announcement

The Organization

The Climate Action Reserve is a 501(c)3 nonprofit organization. Our vision is a world cooperating to solve climate change at speed and scale, and our mission is to develop and implement trusted market-based programs to advance climate action for people and planet. Our portfolio includes one of the world's leading greenhouse gas crediting programs: we establish high-quality standards for the quantification of emission reductions and removals, register projects that meet these standards, issue credits from these projects, and track these credits in a transparent, publicly accessible registry system. For more information about us, please visit our website (<http://www.climateactionreserve.org>).

Job Description

The Analyst, Program Operations is responsible for providing substantive and logistical support to the project review processes under the organization's carbon crediting programs. Key duties include:

- **Process administration and operation:** Support the administration and operation of a growing number of emission reduction and removal projects using the Reserve's portfolio of protocols.
- **Project reviews:** Conduct first-level reviews of carbon project submittal and verification documentation.
- **Guidance:** Support the provision of technical and administrative guidance to account holders and other users.
- **Training:** Assist in the delivery and provision of protocol trainings to project developers and verifiers.

Skills and Qualifications

Essential:

- Substantive familiarity with carbon markets, greenhouse gas crediting, or forestry carbon accounting, gained through relevant work, co-curricular, and/or academic experiences.
- Undergraduate degree.
- Attention to detail.
- An ability to write clearly, concisely, and effectively.

- Legal right to work in the jurisdiction of residence.
- Fluency in English.

Preferable:

- Professional work experience.
- A graduate or professional degree.
- Competency in one or more official languages of the jurisdictions where the organization is active.

Working Conditions

This position requires significant daily overlap (at least 5 hours) with Pacific Time business hours. Although most duties may be performed virtually, occasional in-person presence is required (e.g., site visits, events, retreats).

Salary and Benefits

The pay scale for residents of the United States is \$40,000–\$60,000. The pay scale for non-US residents reflects local market conditions. This position offers a comprehensive benefits package.

Application Information

Please submit a cover letter (1 page) and resume (maximum 2 pages) to operations@climateactionreserve.org. Selected candidates will be contacted for the next stage of the hiring process.

The Climate Action Reserve is an equal opportunity employer, provides reasonable accommodations to applicants with disabilities, and collects and uses personal information in accordance with California privacy laws. For more information, please visit our website (<https://climateactionreserve.org/about-us/employment>) or contact us via email (operations@climateactionreserve.org).