Analyst / Associate / Senior Associate, Program Operations
Full-time, remote (United States)

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, please visit www.climateactionreserve.org.

Job Description

Staff members in the Reserve's Program Operations team support the substantive and administrative functions of the organization's carbon crediting program. Specific duties and level of autonomy will vary based on seniority. Indicative responsibilities include:

- **Project reviews**: Conduct reviews of carbon project submittal and verification documentation.
- **Process administration and operation**: Support the administration and operation of a growing number of emission reduction and removal projects under the Reserve's protocols.
- **Guidance**: Provide technical and administrative guidance to accountholders and other users.
- **Training**: Help deliver and provide protocol trainings to project developers and verifiers.
- **Oversight**: Conduct occasional audits of verification bodies to adhere to programmatic requirements, including traveling to project locations and observing verification activities.

Skills and Qualifications

Essential:

- Professional work experience: 5+ years (Senior Associate); 2+ years (Associate); these thresholds may be reduced for candidates with experience in the specific responsibilities listed above. Analyst positions are entry-level and do not require prior professional work experience.
- Demonstrated interest in carbon markets, carbon crediting, and/or carbon accounting, gained through relevant employment, co-curricular, and/or academic experiences.
- Strong attention to detail, particularly when handling confidential materials.

- Strong written communication skills.
- An undergraduate degree.
- Proficiency with standard software (e.g., Word, Excel, Outlook) and artificial intelligence tools.
- Professional proficiency in English.

Preferable:

- A graduate or professional degree.

Working Conditions

This is a full-time, remote position based in the United States.

This position requires periodic travel to project sites and events (approximately 5–6 weeks per year) in the United States.

Candidates must maintain legal authorization to work in the United States for the duration of their employment. The Reserve does not sponsor work visas or cover relocation expenses.

Salary and Benefits

Salary ranges are as follows:

- Senior Associate: $70,304–$90,235; new hires are typically placed between $70,304 and $80,270.
- Associate: $60,503–$77,655; new hires are typically placed between $60,503 and $69,079.
- Analyst: $52,068–$66,829; new hires are typically placed between $52,068 and $59,448.

This position offers a comprehensive benefits package including medical, dental, and vision insurance, retirement contributions, paid annual and other leaves, and a monthly stipend for phone and internet costs.

Application Information

Please submit a cover letter (1 page) and resume (maximum 2 pages) to operations@climateactionreserve.org.

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).