



## **Job Description: Webmaster**

The California Climate Action Registry (California Registry) is a private nonprofit organization committed to solving climate change through emissions management and reduction. It serves as a voluntary greenhouse gas (GHG) registry for entity-wide emission inventories, which was its originally mandated purpose when it was formed by the State of California in 2001. The California Registry also establishes standards for GHG emission reduction (offset) projects. The accuracy, transparency and integrity of all of the California Registry's standards have earned it the reputation as a respected and internationally recognized leader in climate change issues. Registry participants include over 350 businesses, non-profit organizations, municipalities, state agencies, and others. More information about the California Climate Action Registry is available at: [www.climateregistry.org](http://www.climateregistry.org).

The California Registry is organized into staff teams working on policy, business development/outreach, communications/marketing and program/member services. The Webmaster is a position on the Communications team, whose primary role will be to enhance and maintain the organization's online resources and support the management and improvement of the website. The main responsibilities are outlined below; this list should be viewed as a starting point, as the position will evolve and grow according to the successful candidate's interests and aptitude and California Registry workflow.

The California Registry is also helping to support a new North American Greenhouse Gas (GHG) accounting organization, The Climate Registry. The Climate Registry is a collaboration between states, provinces and tribes aimed at developing and managing a common greenhouse gas emissions reporting system with high integrity that is capable of supporting various greenhouse gas emission reporting and reduction policies for its member states and tribes and reporting entities. During its start-up phase (for at least one year), the Webmaster will also help support The Climate Registry website management.

The California Registry 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 policy in the United States. This position is based in Los Angeles.

### **Webmaster (90%)**

- Maintenance of intuitive, user-friendly and technically efficient web pages through Joomla! Opensource software
- Update site content and structure, in coordination with the Communications department
- Enhance user interface for [www.climateregistry.org](http://www.climateregistry.org) and [www.theclimateregistry.org](http://www.theclimateregistry.org)

- Troubleshoot website operation; track site usage statistics and monitor performance
- Develop and maintain new online resources including database of frequently asked questions, database of policy clarifications, and member directory
- Perform back-end data extractions from SQL Server database as requested
- Design and prepare elements/ graphic images for the web
- Manage users and user permissions on websites
- Locate and debug website issues

### **Hardware (10%)**

- Maintain system hardware
- Manage acquisition and installation of new hardware

### **QUALIFICATIONS**

- High proficiency with Joomla!
- Working knowledge of HTML, CSS and PHP/ASP.net
- Proficiency in Adobe Creative Suite (Dreamweaver, Flash 8, Fireworks 8, Acrobat 8) and Windows environment (Windows XP, Microsoft Office)
- Familiarity with networking systems and networking concepts
- Familiarity with Microsoft SQL server and SQL reporting services

### **CHARACTERISTICS**

- BA degree and 1-2 years of professional experience (and/or substantive internship experience)
- Interest in, or experience working with, GHG/climate change, corporate environmental management, and/or environmental issues
- Familiarity with non-profit environment preferred
- Attention to detail, ability to follow directions with minimum supervision and to work under tight deadlines
- Ability to multi-task and manage time well
- Exceptional verbal, written and interpersonal communication skills
- Professional, friendly, and enthusiastic personality
- U.S. citizenship or legal right to work in the U.S.

### **COMPENSATION**

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

### **APPLICATION PROCESS**

The position is available starting immediately. Interested candidates should submit:

- Cover letter
- Resume
- Work examples (may include links to websites worked on)

Applications will be considered until position is filled. Email submissions to [jobs@climateregistry.org](mailto:jobs@climateregistry.org) are preferred; you can also mail your submission to:

Webmaster Search Committee  
California Climate Action Registry  
523 W. 6<sup>th</sup> Street, Suite 428  
Los Angeles, CA 90014

If you have questions about the California Registry or the position, please contact 213-891-1444.

*The California Climate Action Registry is an equal opportunity employer.*