



Job Description: Program Assistant

Organizational Background

The Climate Registry is a nonprofit collaboration among North American states, provinces, territories and Native Sovereign Nations that sets consistent and transparent standards to calculate, verify and publicly report greenhouse gas (GHG) emissions into a single registry.

The Registry assists the country's leading organizations in measuring their greenhouse gas emissions, and is a center of thought leadership for climate change. Registry participants include over 300 businesses, non-profit organizations, municipalities, state agencies, and others. More information about TCR is available at: www.theclimateregistry.org. TCR is organized into staff teams working on policy, recruiting, and member services.

TCR 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 North America.

Primary Responsibilities

The Program Assistant's primary role is to support TCR members as they work to create and report a GHG inventory. This individual will also assist TCR's program staff in developing the suite of member services. The primary 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 Registry workflow.

Program Support (75%)

- Assist members with policy interpretation and methodology clarification issues, as well as providing training on program requirements, including TCR's online software, CRIS, through presentations and ongoing individual communication.
- Help develop materials and resources to assist reporting, verification, and emission reduction activities.
- Undertake and complete research assignments, as requested.
- Respond to general inquiries about TCR's reporting and verification program.
- Assist scheduling and coordinating member events, including trainings, workshops, and conference calls.
- Help manage online resources including database of frequently asked questions, policy clarifications, member directory and verifier/technical assistance provider program updates.

Administration (25%)

- Maintain accurate records on the GHG reporting and verification cycle for TCR Reporters.
- Log program questions and software issues.
- Compile meeting minutes and help document programmatic activities.
- Help maintain the programmatic portion of TCR's website.
- Assist program staff with administrative tasks.

QUALIFICATIONS

- BS degree (environmental engineering or related technical degree preferred) or BA degree in public policy, environmental management.

- Experience or interest in working with GHG/climate change, corporate environmental management, and/or air quality issues.
- Demonstrated exceptional research and writing skills and strong oral communication skills.
- Ability to digest technical documents, perform emission calculations, data analysis, and present results in a simple and understandable fashion.
- Strong experience Microsoft Office applications (Word, Excel, PowerPoint, etc.) and data bases.
- 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@theclimateregistry.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
The Climate Registry
523 W. 6th St, Suite 445
Los Angeles, CA 90014

If you have questions about TCR or the position, please contact Gillian Calof at 213-891-1444.

The Climate Registry is an equal opportunity employer.