



The Climate Registry

Reporter Services Intern - Graduate

The Climate Registry (the Registry) is the leading greenhouse gas (GHG) registry in North America. Over 50 U.S. states, Canadian provinces, Mexican states, and Native Sovereign Nations have joined together to centralize and standardize GHG emission management. Based on GHG accounting and verification best practices, the Registry has developed protocols to help organizations calculate, report, and verify GHG emissions annually. Registry Reporters include corporations, non-profit organizations, municipalities, state agencies, and other entities. More information about the Registry is available at: www.TheClimateRegistry.org.

The 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 North America.

Primary Responsibilities

The Reporter Services Graduate Intern is a new position, whose primary role will be to support the Registry in developing the suite of Reporter services as participants work to create and report a GHG inventory.

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:

- Research and conduct case studies of organizations participating within The Climate Registry and other greenhouse gas emissions programs
- Design and develop industry-specific guidance for Reporters participating within The Climate Registry's voluntary reporting program
- Create reporting resources and fact sheets for both Reporters and potential Climate Registry Reporters
- Gather, tabulate and analyze data as needed
- Assist program staff with special programs and projects

QUALIFICATIONS

- Experience or interest in working with GHG/climate change, corporate environmental management, and/or air quality issues
- Current graduate student (environmental science or related technical degree preferred)
- Demonstrated exceptional research and writing skills
- Ability to digest complicated technical issues and present them in a simple and

- understandable fashion
- Strong experience in internet research and Microsoft Office applications (Word, Excel, PowerPoint, etc.)
- 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

Internship duration: Fall 2008; 15 to 25 hours per week and will pay \$15 -\$20 per hour depending on experience.

APPLICATION PROCESS

The position is available immediately. Applications will be accepted on a rolling basis. Incomplete applications will not be considered. Interested candidates should e-mail, mail, or fax the following documents:

- Cover letter
- Resume

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The Climate Registry is an equal opportunity employer.