



The Climate Registry

JOB DESCRIPTION

Policy Assistant

ORGANIZATIONAL BACKGROUND

The Climate Registry (the Registry) is the leading greenhouse gas (GHG) registry in North America. 39 U.S. states and D.C., 9 Canadian provinces, 6 Mexican states, and 3 Native Sovereign Nations have joined together to encourage and track actions to reduce GHG emissions. The Registry helps organizations calculate and report their GHG emissions. The Registry has developed standardized reporting and verification protocols for inventorying GHG emissions. Registry reporters include businesses, non-profit organizations, municipalities, state agencies, and other entities. More information about the Registry is available at: www.TheClimateRegistry.org.

The Registry is hiring a Policy Assistant. The Policy Assistant will be a key member of the Registry's Policy Department, which develops reporting protocols and guides the Registry's collaboration with state, federal and international climate programs. This is a full time non-exempt position that reports to the Vice President, Policy. This position provides the opportunity to join a team playing a leading role in developing climate change policy in North America. The Registry offers a hands-on, fast-paced work environment, and tremendous potential for growth and advancement.

The position responsibilities are detailed below:

PRIMARY RESPONSIBILITIES

- **Policy Development Support (50%)**
 - Research best practices for corporate GHG emissions accounting in a broad range of sectors.
 - Follow developments in mandatory reporting programs emissions trading programs at the state/provincial and regional level.
 - Support meetings (in-person and conference calls) of several critical Board Committees and technical workgroups, including the Protocol Committee, Mandatory Reporting Committee, Verification Oversight Panel and industry-specific protocol development workgroups. Schedule calls, organize logistics, distribute materials, take notes, compose meeting minutes and answer questions.
 - Act as primary point of contact for general protocol development inquiries
 - Draft summary documents and presentations.
 - Review, consolidate and respond to stakeholder feedback to effectively capture internal and public input on the Registry's protocols and policies.
 - Draft policy updates, announcements, and other outreach materials to be distributed to interested parties through the Registry's listserv.

- **Provide Administrative Support to the Policy Team (50%)**
 - Oversee contact database and manage electronic file system to ensure information is accurate and documents are efficiently stored.
 - Provide editorial services to improve the clarity and content of the protocols and guidance documents.
 - Assist in organizing and participating in Registry events

- Assist with making travel arrangements and scheduling meetings
- Improving document organization and Policy Team communication
- Conduct various administrative tasks for the Policy Team, as necessary.

QUALIFICATIONS

- At least 2 years of professional administrative experience
- Bachelors degree
- Interest in environmental issues. Experience and knowledge of climate change science and policy is a plus.
- Strong verbal and written communication skills
- Excellent computer skills (MS Office)
- Exceptional organizational, prioritizing, interpersonal and communications skills
- Strong self starter with excellent time management skills
- Positive “can-do” and professional attitude
- Proven ability to successfully multi-task
- U.S. citizen or legal right to work in the U.S.

COMPENSATION

The Registry offers excellent opportunities for personal and professional growth. Salary is commensurate with experience. The Registry also offers a comprehensive benefit package.

APPLICATION PROCESS

The application deadline is: August 29, 2008 or until filled. Incomplete applications will not be considered. Interested candidates should e-mail, mail or fax the following documents:

- Cover letter
- Resume
- Writing sample (maximum of five pages)

Policy Assistant Job Search
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The Climate Registry is an equal opportunity employer.