



The Climate Registry

Job Description: Program 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., nine Canadian provinces, six Mexican states, and three 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 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 is a new position, whose primary role will be to support the Registry's Reporters as they work to create and report a GHG inventory. This individual will also assist The Registry's program staff in developing the suite of Reporter 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%)

- Provide customer service, technical support, and training to Reporters on program requirements, including the Registry'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 the Registry's reporting and verification program
- Schedule and coordinate member events, including trainings, workshops, and conference calls
- Help develop management methods for programmatic data
- 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 the Registry's Reporters.
- Log program questions and software issues

- Compile meeting minutes and help document programmatic activities
- Help maintain the Reporter services and programmatic portion of the Registry's website
- Assist program staff with administrative tasks

QUALIFICATIONS

- Experience or interest in working with GHG/climate change, corporate environmental management, and/or air quality issues
- Bachelor of Science degree (environmental science or related technical degree preferred) and 1-2 years of professional experience (and/or substantive internship experience)
- Demonstrated exceptional research and writing skills and strong oral communication 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

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 428
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.