



## The Climate Registry

### JOB DESCRIPTION CANADA REGIONAL DIRECTOR

**Note: This position is located in British Columbia, CANADA**

#### **ORGANIZATIONAL BACKGROUND**

The Climate Registry (The Registry) is the leading greenhouse gas (GHG) registry in North America. Thirty nine U.S. states and D.C., 12 Canadian provinces, 6 Mexican states, and 3 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](http://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.

The Regional Director (Director) is a full-time position that will report to the Executive Director.

#### **PRIMARY RESPONSIBILITIES**

- **Reporter Recruitment & Management:** Contact potential Registry reporters throughout Canada, promote greater understanding and awareness about The Registry and ways to reduce their GHG emissions through energy efficiency and other mechanisms, and recruit them to participate in The Registry's programs. Provide support and services to Reporter Services and provincial mandatory reporting programs. (35%)
- **Liaison with the federal government:** Represent The Registry and promote greater understanding and awareness to Environment Canada staff and officials and other federal offices about our organization. Work to align GHG reporting among provinces, the federal government and the U.S. and Mexican federal governments. (20%)
- **Liaison with Board Members:** Have a direct relationship with all the provincial board members, working closely with them to support various Registry initiatives. (15%)
- **Special Projects:** Staff board committees, write white papers, help staff in various policy and technical projects. (20%)

- **Public Presentations and Media Outreach:** Give presentations to conferences, business associations, and the general public about The Registry's work. Manage relations with local and regional press. (10%)

At this time there are 3 Regional Directors in the United States. The Climate Registry expects to hire a second Canadian Director in the future.

#### **REQUIRED QUALIFICATIONS & CHARACTERISTICS**

The ideal candidate may currently be doing corporate outreach for NGOs, working for a business or working in government. He or she will have experience in environmental policy, with a strong preference for experience in climate change policy. The position requires at least 8 years of work experience, with at least five years of experience at a senior level, in as many of the following areas as possible: government relations, media relations, project management, and marketing.

The position requires a Bachelor's degree, with a preference for an advanced degree (e.g., public and/or technology policy, climate/energy science, or a closely-related field). Preference will also be given to candidates that have demonstrated experience in working within both the private and public sectors. Applicants should be highly organized and possess excellent verbal and written communication skills. Candidates must be able to demonstrate their leadership, management, and interpersonal skills, as well as their ability to work both independently and with diverse stakeholders.

#### **LOCATION AND TRAVEL**

The location of the Regional Director office will be in British Columbia, preferably Vancouver. The position will require travel across Canada to work with all member provinces, as well as periodic trips to California, various Board meeting locations, etc. Travel will be 20 – 25% of time.

#### **COMPENSATION**

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

#### **APPLICATION PROCESS**

The position is available immediately. Interested candidates must submit the following information to the Search Committee:

- Cover letter
- Resume
- Writing sample (5 page limit)

Applications can be emailed, faxed, or mailed to the following address:

Canada Regional Director Search Committee  
The Climate Registry  
523 W. 6<sup>th</sup> Street, Suite 445  
Los Angeles, CA 90014  
EMAIL: [Jobs@theclimateregistry.org](mailto:Jobs@theclimateregistry.org)  
FAX: 213-623-6716

*The Climate Registry is an equal opportunity employer.*