



The Climate Registry

Job Description
Program Assistant, Verification Services

ORGANIZATIONAL BACKGROUND

The Climate Registry (The 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. Members that report their emissions to The Registry 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 Program Assistant, Verification Services is a full-time, exempt position and will report to the Manager of Verification Services. The Registry is organized into staff teams working on Policy, Business Development/Outreach, and Program/Member Services. This position will be part of the Program team. The primary responsibilities of the position are outlined below; these responsibilities should be viewed as a starting point, as the position will evolve and grow according to the successful candidate's interests and aptitude, and The Registry's workflow.

The Program Assistant will support The Registry's verification and accreditation programs, focusing on three key areas:

- 1) Day-to-day operation of the voluntary and mandatory verification programs to help ensure that the Registry collects high quality GHG data.
- 2) Helping to develop and/or maintain The Registry's verification and accreditation documents including the General Verification Protocol, industry specific verification documents, Guidance on Accreditation, to help ensure that documentation is current, accurate, user-friendly and clear; and,
- 3) Supporting partnerships with Accreditation Bodies (e.g., ANSI) to ensure that Verification Bodies successfully implement the Registry's verification program.

Support Verification Program (60%)

The Program Assistant will support the implementation of the Registry's Verification Program based on the policies and processes defined in the General Verification Protocol. Specific activities include assisting the Manager of Verification Services by:

- Communicating and maintaining relationships with Verification Bodies.
- Responding to general inquiries about The Registry's reporting, verification, and accreditation programs.
- Reviewing Conflict of Interest submittals.
- Performing consistency/quality assurance checks on verified emissions inventories in support of publishing verified emissions data via CRIS.
- Undertaking and completing programmatic research assignments, as requested.
- Updating and developing verification documentation, as needed.

Support Accreditation Program (30%)

The Program Assistant will work with the Verification Manager to implement and manage the Registry's Accreditation Program based on the process defined in the Guidance on Accreditation. Specific activities include assisting the Manager of Verification Services in:

- Communicating and maintaining relationships with Accreditation Bodies.
- Supporting The Registry's Audit and Ethics Committee.
- Communicating with The Registry's Verification Advisory Group.
- Updating and developing accreditation documentation.
- Training Verification Bodies on use of the Climate Registry Information System (CRIS), The Registry's proprietary GHG software.

Administration (10%)

- Help schedule and coordinate meetings and events.
- Compile meeting minutes and help document programmatic activities.
- Assist with other administrative tasks as needed.

QUALIFICATIONS

- BS degree (environmental science or related technical degree preferred) and one to two years of professional experience (and/or substantive internship experience).
- Experience or interest in working in the field of GHG/climate change, corporate environmental management, and/or air quality issues. Experience conducting GHG verifications preferred.
- Demonstrated exceptional research and writing skills and strong oral communication skills.
- Spanish language skills not required, but desirable.
- Ability to digest complicated technical issues and present them in a simple and understandable fashion.
- Exceptional organizational, prioritizing, interpersonal and communications skills.
- Strong self starter with a proactive approach to work.
- Strong experience in internet research and with Microsoft Office applications (Word, Excel, PowerPoint).
- U.S. citizenship 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 including health and dental insurance and retirement saving options.

APPLICATION PROCESS

The position is available immediately, and will be located in Los Angeles or the New York City metro area. Applications will be accepted until filled; interviews may be held in Los Angeles June 15-16, 2009. Incomplete applications will not be considered. All eligible applications will be considered, however no travel or relocation assistance is available.

Interested candidates should e-mail, mail, or fax the following documents:

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

Search: Program Assistant, Verification Services
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The Climate Registry is an equal opportunity employer.