Job Description
MRV Initiatives Associate
January 2021

The Climate Registry (TCR) seeks a talented, analytical, and detail-oriented Measurement, Reporting, and Verification (MRV) Initiatives Associate to join a team playing a leading role helping organizations combat climate change in North America and worldwide. The Climate Registry is a non-profit organization formed by U.S. states and Canadian provinces and territories. TCR designs and operates voluntary carbon footprint reporting programs and assists organizations in measuring, reporting, and verifying the carbon in their operations to manage and reduce it. TCR consults nationally and internationally on all aspects of GHG measurement, reporting, and verification. It co-leads a delegation of state officials to the annual UNFCCC Climate conference (COP) and co-hosts the annual Climate Leadership Conference and Climate Awards.

TCR’s vision is to make global warming history. TCR’s mission is to empower our generation to reduce its carbon footprint. For more about TCR, visit www.theclimateregistry.org

POSITION SUMMARY

The MRV Initiatives Associate will support TCR’s Strategy and Innovation team, which is responsible for identifying new MRV initiatives that increase climate action and ambition for TCR to develop and support. You will help to lead research on sustainability best practices and actively develop tools and resources that help companies, universities, governments, and other organizations develop and implement their climate programs. As an integral member of the MRV Initiatives team, you will interface with climate leaders both locally and globally and be responsible for advancing projects internally and externally.

JOB RESPONSIBILITIES

- Lead the development and implementation of MRV-related proposals, protocols, guidance, trainings, and tools for organizations across sectors.
- Conduct graduate-level research and data analysis, interpret, and communicate clear and concise findings, and assimilate feedback into project outcomes.
- Support, and eventually lead, technical discussions with external stakeholders to develop and/or refine MRV initiatives.
- Promote projects and conduct outreach via presentations, communications, networking, and nurturing strategic partnerships.
- Participate in development, design, and testing of Excel and cloud based GHG MRV tools.
- Perform administrative responsibilities as needed, including notetaking, managing technology, preparing correspondence, budget-tracking, grant and contract reporting, and maintaining files.
- Assist with special projects as needed.
If you are the right person for this opportunity, you have the capacity to gain an accurate and deep intuitive understanding of a subject. You will have experience that demonstrates your ability to comprehend and explain highly specific technical information, pay extreme attention to detail, and convey details utilizing strong written and verbal skills.

REQUIRED SKILLS

- Relevant Bachelor’s or Graduate degree in sustainability, climate, water, energy, or related field.
- Two – five years of project management or other related experience.
- Self-starter with ability to adapt to a changing environment and handle multiple priorities.
- Excellent writing, analytical, and research skills.
- Knowledge of carbon accounting is a plus.

The MRV Initiatives Associate position is based in TCR’s downtown Los Angeles office. The office space is now closed due to COVID, but it will open when restrictions issued by the state of California and the county and city of Los Angeles are lifted.

COMPENSATION

TCR offers excellent opportunities for personal and professional growth. Salary is commensurate with experience. TCR also offers a comprehensive benefit package including health and dental insurance and retirement saving options.

APPLICATION PROCESS

The position is available immediately. Applications will be accepted until the position is filled; interviews will be held through Zoom. All eligible applications will be considered; however, no travel or relocation assistance is available. Due to the volume of responses received, we are unable to respond to all applicants. If you do not hear from us, we wish you the best of luck in your employment search. Interested candidates should email the following documents to hr@theclimateregistry.org with the subject line “MRV Initiatives Associate”:

- Cover letter
- Resume

The preceding description is not designed to be a complete list of all duties and responsibilities required of the MRV Initiatives Associate. The Climate Registry provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. Under the federal Immigration Reform and Control Act, new employees must present proof that they are legally authorized to work in the United States.