Job Description
Member Engagement Coordinator

The Climate Registry (TCR) seeks a Member Engagement Coordinator to join the Registry Services team playing a leading role in helping organizations combat climate change in North America and worldwide. The coordinator reports to the Member Engagement Associate and will be based in TCR’s main office in Los Angeles.

The Climate Registry (TCR) is a non-profit organization formed by U.S. states and Canadian provinces and territories. TCR (1) offers reporting programs, tools, and resources to help organizations measure, report, verify and reduce their carbon footprints; (2) consults nationally and internationally on all aspects of GHG measurement, reporting, and verification; (3) provides a platform for showcasing sub-national climate leadership, such as at the annual UNFCCC COP and the annual Climate Leadership Conference and Climate Awards; and (4) spearheads game-changing initiatives, such as the Net Zero Portal. More information about TCR is available at: www.theclimateregistry.org.

Position Summary
The Member Engagement Coordinator’s primary role is to support TCR’s voluntary GHG measurement, reporting, and verification services for its members and promote TCR’s membership program through various channels of communications. Additionally, the Member Engagement Coordinator may provide technical assistance on other TCR contracts and grants as needed.

Primary job responsibilities are:

- Assist in the operation of TCR’s help desk by locating appropriate resources, navigating requirements, and directing technical questions to appropriate staff as needed.
- Provide GHG accounting guidance in response to general and technical inquiries from members, verifiers, and other registry services staff.
- Assist in developing resources and calculation tools to support reporting and emission reduction activities for members.
- Respond to public inquiries about TCR’s reporting and verification program.
- Complete annual reporting statistics and emissions data analysis.
- Present and facilitate webinars on GHG accounting and sustainability topics.
- Develop engagement and outreach strategies to promote TCR, connect with members and partners, and recruit additional members.
- Help develop newsletter content, social media posts, and other communications highlighting our members or topics of interest to our members.
- Undertake and complete research assignments, as requested.
- Assist with member billing and invoicing.
The right person for this opportunity: is passionate about working to create a sustainable future; has a demonstrated ability to build relationships and problem solve; is confident in communicating both verbally and in written format; possesses good time and program management skills; and is detail-oriented.

The successful candidate will also demonstrate competency in conducting research and the ability to digest technical documents, perform calculations, analyze data, and present results in a simple and understandable fashion.

QUALIFICATIONS
● Bachelor’s Degree required
● Experience or interest in working with GHG/climate change, sustainability, corporate environmental management, and/or air quality issues.
● Strong experience with Microsoft Office applications (Word, Excel, PowerPoint, etc.)

CHARACTERISTICS
● Strong customer service, interpersonal communication and writing 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 and problem-solve.
● Detail-oriented with ability to manage time well.

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 in Los Angeles. 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 “Search: Member Engagement Coordinator”:
● Cover letter
● Resume

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.