Job Description
MRV Initiatives Coordinator

The Climate Registry (TCR) seeks a people- and detail-oriented Measurement, Reporting, and Verification (MRV) Initiatives Coordinator to join a team that is playing a leading role helping organizations combat climate change. TCR is a non-profit organization formed by U.S. states and Canadian provinces and territories that designs and operates voluntary greenhouse gas (GHG) reporting programs and assists organizations in measuring, reporting, and verifying the GHGs 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 and its mission is to empower our generation to reduce its carbon footprint. For more about TCR, visit www.theclimateregistry.org

POSITION SUMMARY

The MRV Initiatives Coordinator will support TCR’s Strategy and Innovation team, which is responsible for identifying and implementing new MRV initiatives that increase climate action and ambition. The successful candidate will learn voluntary MRV best practices and support the development of tools and resources that help companies, universities, governments, and other organizations develop and implement their climate programs. The MRV Initiatives Coordinator is responsible for coordinating project implementation with both internal and external stakeholders, and will interface with climate leaders both locally and globally.

JOB RESPONSIBILITIES

- Support the development and implementation of MRV-related proposals, protocols, guidance, trainings, and tools.
- Coordinate across diverse projects and stakeholders to ensure timelines are met and resources are used efficiently.
- Support both in-person and virtual event planning and implementation using Cvent, GoToWebinar, Zoom and other applications.
- Perform administrative responsibilities as needed, including:
  - Notetaking;
  - Document review, formatting, and design;
  - Budget tracking;
  - Grant and contract reporting; and
  - Recordkeeping.
- Assist with special projects as needed.
The right person for the role has the ability to manage competing priorities to meet project timelines and deadlines, and effectively communicate with a large network of internal and external partners from diverse backgrounds. They will have experience that demonstrates their 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.
- One or more years of project coordination or other related experience.
- Self-starter with ability to adapt to a changing environment and handle multiple priorities.
- Proactive and clear verbal and written communication.
- Ability to professionally and respectfully engage diverse stakeholders.
- Knowledge of carbon accounting is a plus.

The MRV Initiatives Coordinator 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 Coordinator”:

- Cover letter
- Resume

The preceding description is not designed to be a complete list of all duties and responsibilities required of the MRV Initiatives Coordinator. 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.