THE CLIMATE
REGISTRY

Job Description

Program Coordinator (Registry Services)
December 2022

The Climate Registry (TCR) seeks an outgoing and innovative Program Coordinator with strong analytical skills to join a team dedicated to helping organizations combat climate change by reducing their greenhouse gas emissions (GHG) in North America and worldwide. The Program Coordinator reports to the Manager of Registry Services, but also coordinates closely with other members of the Registry Services team and TCR staff on programs, projects, and initiatives.

TCR is a non-profit organization formed by U.S. states and Canadian provinces and territories in 2007. TCR offers reporting programs, tools, and resources to help organizations measure, report, verify, and reduce their carbon footprints; consults nationally and internationally on all aspects of greenhouse gas (GHG) measurement, reporting, and verification; provides a platform for showcasing sub-national climate leadership, such as at the annual UNFCCC Conference of Parties (COP) and Climate Leadership Conference and Climate Awards; and spearheads game-changing initiatives, such as the Net-Zero Portal. For more about TCR, visit www.theclimateregistry.org

TCR offers a hands-on, fast-paced work environment, and tremendous potential for growth and advancement. The Program Coordinator is a hybrid position working remotely and in TCR's main office in Los Angeles. Some local and national travel may be required.

POSITION SUMMARY
The Program Coordinator's primary role is to support TCR members to measure, report, and verify their carbon inventories. The primary responsibilities are outlined below and should be viewed as a starting point, as the position will evolve and grow according to the successful candidate's interests and aptitude, and TCR's workflow.

PRIMARY JOB RESPONSIBILITIES
- Operate the TCR Member Help Desk by assisting members to locate appropriate resources, navigate requirements, and direct technical inquiries to appropriate staff as needed.
- Assist in developing resources and calculation tools to support reporting, verification, and emission reduction activities for members.
- Assist in regularly examining and reviewing emissions reports for quality assurance and control.
- Maintain databases and perform updates as necessary to ensure accuracy.
- Assist with coordination of member events, trainings, webinars, workshops, email communications, and conference calls.
- Respond to general inquiries about TCR's reporting and verification program.
- Compile and prepare TCR member profile and reporting statistics.

- Undertake and complete research assignments, as requested.

DESIRABLE QUALIFICATIONS
The ideal candidate will have experience that demonstrates an ability to:
- Understand complex technical requirements and data relating to GHG measurement, reporting, verification, and net-zero goal setting.
- Translate technical language and material into user-friendly materials and digestible subject matter.
- Research and analyze data.
- Initiate and build relationships that advance TCR's program and organizational goals.
- Effectively communicate orally and in writing.
- Serve as a team player and quick learner who focuses on high productivity and results.
- Exhibit a proactive attitude and disposition, anticipating organizational, staff, and member priorities.
- Multitask and manage time with a detail-oriented approach.
- Express a strong passion for mitigating climate change.

REQUIRED SKILLS
- Bachelor's Degree in sustainability, environmental and/or related topics.
- Experience or interest in greenhouse gas accounting, climate change, environmental management, sustainability, and/or air quality issues.
- Demonstrated exceptional research, writing, and oral communication skills.
- Ability to digest technical documents, perform calculations, analyze data, and present results in a simple and understandable fashion.
- Strong experience with Microsoft Office applications (Word, Excel, PowerPoint, etc.) and databases.
- U.S. citizenship or legal right to work in the U.S.

COMPENSATION
TCR offers excellent opportunities for personal and professional growth and a flexible work-from-home policy. TCR also offers a comprehensive benefits package including health and dental insurance and retirement saving options. Salary is commensurate with experience.

APPLICATION PROCESS
The position is available immediately. Applications will be accepted until the position is filled; interviews will be held remotely and/or 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 e-mail the following documents to hr@theclimateregistry.org with the subject line "Search: Program Coordinator (Registry Services) position":

- Cover letter
- Resume

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