



THE CLIMATE REGISTRY

Credible Carbon Reporting

Job Description

Sustainable Programs Associate, GHG Reporting June 2024

The Climate Registry (TCR) seeks an outgoing and innovative Sustainable Program Associate 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 Sustainable Program Associate reports to the Sustainable Programs Senior Manager 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 Sustainable Programs Associate 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 Sustainable Programs Associate's primary role is to develop tools and resources to support zero emission pathways and support TCR's GHG measuring, reporting, and verification services for members and other stakeholders carbon inventories. Specifically, the Sustainable Programs Associate will be responsible for:

60% GHG Reporting Programs

- Provide technical assistance with GHG measuring, reporting, and verification services to TCR Members through the TCR Help Desk
- Ensuring technical resources are available and up-to-date with current emission factors and methodologies
- Assist in developing resources and calculation tools to support the measurement, reporting, and verification of emission reduction activities for TCR Members and stakeholders
- Assist in conducting GHG emissions inventory review for quality assurance and control

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- Respond to general inquiries about TCR's reporting and verification program
- Translate technical language and material into user-friendly materials and digestible subject matter
- Ability to digest technical documents, perform calculations, analyze data, and present results simply and understandably.
- Initiate and build relationships with TCR's stakeholders and members demonstrating TCR's knowledge of GHG emissions reporting that advances TCR's program and organizational goals
- Supporting the development and implementation of proposals, protocols, guidance, training, webinars, and tools for the tracking and reduction of GHG emissions
- Researching and summarizing emerging trends in sustainability reporting
- Participation in meetings or conferences attended by members and stakeholder groups
- Complete annual reporting statistics and emissions data analysis for marketing and contract purposes
- Undertake and complete research assignments as requested

20% Net Zero Program

- Outreach to organizations with net-zero targets to increase voluntary participation in TCR's Net-Zero Portal
- Research on policies and reporting frameworks that support net-zero emissions
- Tracking emerging trends in carbon accounting that allow for compliance with net-zero targets
- Coordinate with members and stakeholders involved in the development and implementation of GHG reduction programs

15% Communications and Marketing

- Respond to public inquiries about TCR's reporting and verification services
- Present and facilitate webinars on GHG accounting and sustainability topics
- Support in the development of 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 members or topics of interest

5% Administrative and Events Coordination

- Serving as a lead for the preparation of key project deliverables under the supervision of a senior manager
- Attending in-person staff meetings in the TCR's downtown Los Angeles office, as requested, including in-person staff meetings which are currently held twice per month
- Assist in the operation of the Information Desk by locating appropriate resources and directing technical questions to appropriate staff as needed
- Assist with member billing and invoicing

REQUIRED SKILLS

- Bachelor's Degree in sustainability, environmental sustainability, environmental science, environmental management, green and sustainable management, and/or related topics.
- Experience or interest in greenhouse gas accounting, climate change, environmental management, sustainability, water-energy cycle, and/or air quality issues.
- 2 or more years of experience involving data research and collection, technical writing, and engagement with stakeholders.

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- Demonstrated exceptional research, writing, and oral communication skills, attention to detail, and goal-oriented.
- Strong experience with Microsoft Office applications (Word, Excel, PowerPoint, etc.) and Google Drive.
- U.S. citizenship or legal right to work in the U.S.

DESIRABLE QUALIFICATIONS

The ideal candidate will have experience that demonstrates an ability to:

- Experience in greenhouse gas accounting, climate change, environmental management, sustainability, water-energy cycle, and/or air quality issues.
- 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.
- An out-going, creative, self-starter who can adapt to a changing environment, handle multiple priorities and personalities, and meet deadlines.
- Multitask and manage time with a detail-oriented approach.
- Express a strong passion for mitigating climate change.

COMPENSATION

The Sustainable Programs Associate position is based in the Los Angeles area. 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, dental, and vision insurance and a retirement savings option. 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 virtually and in person. 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 applications. 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 "Sustainable Programs Associate - GHG Reporting"

- Cover Letter
- Resume

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