



## THE CLIMATE REGISTRY

Credible Carbon Reporting

### Job Description

#### Communications Associate June 2024

The Climate Registry (TCR) seeks an experienced and passionate Communications Associate to join our team. This role is critical in amplifying our mission, engaging stakeholders, and driving public awareness around the importance of TCR's credible carbon reporting platform. The ideal candidate will have a strong background in sustainability communications, excellent writing skills, and a proven track record of developing and implementing strategic communication plans.

#### ABOUT THE CLIMATE REGISTRY

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 both public and private 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](http://www.theclimateregistry.org)

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

#### ROLE OVERVIEW AND KEY RESPONSIBILITIES

If you are creative, energetic, outgoing, and have a deep passion for climate action and decarbonization initiatives, this position offers a unique opportunity to have a significant impact. Success in this role will be assessed across the following job responsibilities:

- **Strategic Communication Planning:** Develop and implement comprehensive communication strategies to enhance our visibility and influence in the sustainability and carbon reporting space.
- **Content Creation:** Produce high-quality content, including press releases, blog posts, newsletters, social media updates, and annual reports, that effectively communicate our

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mission, values, and impact.

- **Social Media Strategy and Execution:** Develop and execute a comprehensive social media strategy to increase engagement, drive traffic, and promote our initiatives across various platforms.
- **Digital Marketing:** Oversee our digital presence, including website management and maintenance, email marketing, and social media campaigns. Use analytics to track performance and optimize strategies.
- **Stakeholder Engagement:** Collaborate with partners, sponsors, and members to promote our initiatives and events. Organize and participate in webinars, conferences, and other outreach activities.
- **Brand Management:** Ensure consistency in our branding and messaging across all platforms and materials. Develop and maintain brand guidelines.
- **Media Relations:** Build and maintain relationships with journalists, bloggers, and influencers in the sustainability and climate action space. Proactively seek media coverage and manage media inquiries.

### REQUIRED SKILLS

- Bachelor's degree in Communications, Journalism, Marketing, or a sustainability-related field.
- Passion for sustainability and a commitment to our mission.
- Minimum of 2-4 years of experience in a communications role, preferably in the sustainability or non-profit sector.
- Exceptional writing, editing, and proofreading skills.
- Proven ability to develop and execute strategic communication plans.
- Experience with digital marketing tools and platforms (e.g., WordPress, Mailchimp, Hootsuite, Google Analytics).
- Strong interpersonal skills and the ability to work collaboratively in a hybrid remote team environment.
- Ability to manage multiple projects and deadlines in a fast-paced environment.
- Proficiency with graphic design tools (e.g., Adobe Creative Suite, Canva).
- U.S. citizenship or legal right to work in the U.S.

### PREFERRED QUALIFICATIONS

The ideal candidate will have experience that demonstrates:

- Experience in greenhouse gas accounting, climate change, environmental management, and sustainability.
- Familiarity with video production and editing.
- Experience supporting large-scale events in a communications or marketing role.
- Experience interacting with high-profile stakeholders.

### COMPENSATION

The Communications 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](mailto:hr@theclimateregistry.org) with the subject line "Communications Associate".

- 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.