



THE CLIMATE REGISTRY

Sustainability Programs Coordinator Job Description May 2026

ABOUT THE CLIMATE REGISTRY

The Climate Registry (TCR) is a nonprofit organization backed by U.S. and Canadian subnational jurisdictions, with nearly 20 years of experience helping corporations, governments, nonprofits, and universities measure and manage their emissions, report credible data, and demonstrate climate leadership. TCR provides tools, guidance, and support for third-party verification and assurance to help organizations meet today's disclosure requirements and build trusted public records.

ABOUT THE ROLE

The Sustainability Programs Coordinator supports organizations across North America in measuring, reporting, verifying, and disclosing their greenhouse gas (GHG) emissions. This entry-level role focuses on Carbon Footprint Registry (CFR) membership and technical contract support, resource development, data analysis, and cross-team collaboration.

POSITION SUMMARY

The Sustainability Programs Coordinator reports to the Sustainability Programs Senior Manager and works closely with the Registry Services team and other TCR staff on programs, projects, and member-facing initiatives. This hybrid position is based in Los Angeles with remote work flexibility and potential for local and national travel. This role may support a variety of internal projects and external initiatives with responsibilities evolving based on organizational needs and the successful candidate's skills.

GHG Emissions Reporting and Disclosure Technical Support (50%)

- Monitor and triage incoming Help Desk and Info Desk inquiries, address standard questions, and escalate specialized issues as needed.
- Maintain and update resources and support the development and delivery of member training sessions.
- Assist in developing resources and calculation tools that support reporting, verification, and emissions-related activities.
- Respond to general inquiries about TCR's reporting and verification program by providing clear guidance or routing questions as needed.
- Compile member reporting statistics and support emissions data analysis to inform program insights and reporting.
- Draft and update user guides and instructional materials based on staff direction, ensuring content is clear, accessible, and aligned with current processes.

Communications & Engagement (25%)



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- Engage proactively with members and other stakeholders to strengthen relationships, understand their needs, and support a positive member experience.
- Contribute to the development of external materials, including capability decks, one-pagers, conference content, and webinar materials, by drafting content, organizing inputs, and coordinating reviews.
- Support webinars by presenting process-oriented content, facilitating logistics, and assisting with member Q&A.
- Support thought-leadership efforts by synthesizing technical, market, and partnership information into clear, accessible content for staff review.
- Assist with the planning and facilitation of educational webinars, monthly member updates, and training resources.

Administrative and Events Coordination (25%)

- Support the coordination of events, email communications, training sessions, webinars, workshops, and conference calls.
- Attend in-person staff meetings in TCR's downtown Los Angeles office (currently twice per month).
- Support project activities by gathering and organizing information, coordinating timelines and deliverables, and maintaining documentation and communication across internal teams and external partners.

REQUIRED SKILLS

- Bachelor's Degree in sustainability, environmental science, environmental management, or a related field.
- Experience or interest in GHG accounting, climate change, environmental management, sustainability, water-energy systems, and/or air quality issues.
- At least one year of experience involving data research and collection, technical writing, and stakeholder engagement (internship, academic, or project experience may be considered).
- Strong writing and oral communication skills, attention to detail, and a goal-oriented approach.
- Comfortable communicating and engaging with members and stakeholders in a professional and service-oriented manner.
- Proficiency with Google Workspace and Microsoft Office applications.
- U.S. citizenship or legal authorization to work in the U.S.

DESIRABLE QUALIFICATIONS

- Ability to work collaboratively, learn quickly, and maintain high productivity.
- Proactive approach to anticipating organizational, staff, and member needs.
- Adaptability in a dynamic environment with multiple priorities and deadlines.
- Strong organizational and time management skills.
- Demonstrated passion for mitigating climate change.

COMPENSATION

The Sustainability Programs Coordinator position is based in the Los Angeles area. TCR offers opportunities for professional growth, a flexible work-from-home policy, and a comprehensive



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benefits package including health, dental, and vision insurance, as well as a retirement savings option. Salary is commensurate with experience.

APPLICATION PROCESS

The position is available immediately and located in Los Angeles County.

Interested candidates should email a cover letter and resume to hr@theclimateregistry.org with the subject line "Search: Sustainability Program Coordinator". Applications without a cover letter will not be considered.

All complete applications will be reviewed and considered in the order they are received.

Interviews will be conducted virtually and in person. No travel or relocation assistance is available.

Once the position is filled, this posting will be removed from TCR's website [<https://theclimateregistry.org/about/#careers>] and the application window will be closed. Please check our website to confirm its status.

Due to the volume of responses received, we are unable to respond to all applicants individually. If you do not hear from us within two weeks of submitting your application, it means that we have not shortlisted your application. We wish you the best of luck in your employment search.

Equal Opportunity Employer

We are an equal opportunity employer committed to building a diverse and inclusive workplace. We do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, veteran status, marital status, or any other protected characteristic under applicable federal, state, or local law, including the California Fair Employment and Housing Act (FEHA). We encourage applicants of all backgrounds to apply.