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[greenlife.com](http://greenlife.com)

## JOB DESCRIPTION

**Job Title:** Associate, Carbon Management

**Location:** New York, NY

### About Us:

GreenLife is a vertically integrated provider of high quality carbon offsets offering businesses, institutions and individuals a reliable way to offset the greenhouse gas emissions created by their daily activities. GreenLife works with clients to design and execute customized short-term and long-term programs that include carbon offsets as a key component of an effective greenhouse gas management plan.

GreenLife's unique strategic relationship with RNK Capital, a leading investor in global environmental markets and projects, enables the company to reliably deliver long-term, high quality portfolios of environmental credits from a broad array of projects in North America and around the world.

### Position Overview:

GreenLife is looking for a motivated individual to join our high-powered carbon team. This is a unique opportunity to help businesses and individuals reduce their carbon footprint, join a start-up company in midtown Manhattan and develop your career in the rapidly evolving voluntary carbon market. As a GreenLife Carbon Management Associate you will work closely with our Senior Vice President of Environmental Services and Policy and the rest of our senior management team to grow the firm's carbon management services.

### Principal Duties and Areas of Responsibility:

- Developing and updating GreenLife's greenhouse gas accounting tools, including online carbon calculators and their associated databases;
- Assist in conducting carbon footprint assessments for GreenLife's corporate clients;
- Drafting proposals in response to corporate and government RFPs;
- Conducting technical due diligence on carbon offset projects;
- Assist in developing and managing GreenLife's internal carbon accounting systems and policies;
- Monitoring the evolution of project types, protocols and methodologies that impact project risk and volume;

### Desired Profile:

- Bachelor's degree (Master's degree preferred) in one of the following areas: engineering; economics; environmental studies/management;
- A minimum of two to three years of professional experience in one of the following fields: renewable energy; climate change; environment; sustainability;
- Specific knowledge of one or more of the following areas: greenhouse gas accounting (i.e. familiarity with the WRI GHG Protocol); corporate greenhouse gas management (i.e. energy efficiency); project assessment (i.e. ability to analyze scientific aspects of a project activity); product life cycle assessments;
- Strong analytical background with high attention to detail;
- Excellent written communications skills, as demonstrated by the ability to draft and edit proposals, PowerPoint presentations, etc;

- High level of computer proficiency (proficiency in Excel required);
- Proven ability to work in a dynamic, fast-paced environment where everyone is expected to balance multiple roles and commitments;
- Entrepreneurial team player, willing and able to work long hours and contribute in multiple ways in a start-up environment.

**Compensation:**

GreenLife offers a competitive salary commensurate with experience and an excellent benefits package.

To apply, please send your resume and cover letter to the Chief Recruiting Officer at GreenLife: [CRO@greenlife.com](mailto:CRO@greenlife.com)