Position Announcement: Program Associate, Caribbean Cooperative MRV Hub
Greenhouse Gas Management Institute

The Greenhouse Gas Management Institute (GHGMi) is actively seeking a qualified candidate to help build an organization supporting Caribbean countries to address climate change and manage their greenhouse gas emissions.

Specifically, GHGMi is recruiting a Program Associate for the Caribbean Cooperative Measurement Reporting and Verification Hub (MRV Hub). The MRV Hub is based in Grenada, and works with 12 English-speaking CARICOM countries: Antigua & Barbuda, the Bahamas, Barbados, Belize, Dominica, Grenada, Guyana, Jamaica, St. Kitts & Nevis, St. Lucia, St. Vincent & the Grenadines, and Trinidad & Tobago.

The ideal candidate will have a technical background and skill set (ideally with substantive experience in GHG emission estimation and capacity building) and the acumen and initiative to manage a diverse workload on deadline. Willingness and ability to learn new skills is required; training is available.

Start Date: Immediately
Location: Based in one of the MRV Hub 12 countries, or willingness to relocate to the Caribbean is strongly preferred
Type: Full-Time, Permanent
Salary range: Commensurate with experience and qualifications

Responsibilities
Under the supervision of the MRV Hub Project Director and/or other GHGMi officers, the Program Associate will contribute to the on-going work of our educational, research, and professional programs. Specifically, the Program Associate will:

• Support our team in gathering data and calculating GHG emissions at the national level
• Help with expert work crews focused on sectors such as Energy, Waste, Forestry, Agriculture, and Industrial Processes and Product Use
• Support teaching and mentoring in GHG accounting and the IPCC Guidelines
• Help our team support countries in the Caribbean in their reporting to the United Nation’s Framework Convention on Climate Change (UNFCCC)
• Provide support or take lead on meetings, working groups, studies, reports, and other deliverables as needed
• Assist the project management team as needed on quick turn-around tasks and assignments
• Support our team with verbal and written communications to governmental focal points and non-governmental organizations (NGOs), and post content to social media accounts

Minimum Qualifications and Experience

• Undergraduate degree in engineering (preferred), or degree in science, environmental management, climate change studies, economics, or similar is required. A post-graduate degree (MSc or equivalent) would be an advantage.
• At least 2 years of work experience
• Knowledge and/or experience with living and working in the Caribbean region. Broader experience working in an international context is an advantage.
• Strong verbal communication skills in English
• Good knowledge of Microsoft Office applications, particularly Excel
• Ability to work on a team with diverse technical backgrounds and specialties

Desired Qualifications and Experience
• Relevant experience in the field of air pollutant emission inventories and GHG accounting
• Familiarity with the UNFCCC and the Paris Agreement
• Familiarity with the 2006 IPCC Guidelines for National GHG Inventories
• Familiarity with UNFCCC processes and the requirements of reporting National Communications, and BURs, and/or experience with applying UNFCCC GHG inventory reporting guidelines
• Understanding of emission targets and Nationally determined Contributions (NDCs)
• Technical understanding of GHG standards and protocols, industry/association GHG quantification guidelines, auditing and verification
• Experience with GHG mitigation and/or GHG reduction projects

Abilities and Characteristics
• Passion for the mission of GHGMI and the MRV Hub
• Self-motivated to perform tasks and solve problems
• Results-oriented with high productivity
• Excellent organizational abilities
• Interest in learning about new subject areas
• Highly ethical behavior
• Communicate and work effectively in a virtual office environment with staff, stakeholders, and external parties
• Willingness to accept a flexible working environment

Application instructions
Please send to careers@ghginstitute.org the following three items:
1. Your C.V.
2. A short writing sample (no more than 5 pages), and
3. A cover letter.

Only complete applications will be reviewed. Applications will be reviewed as they are received and on a rolling basis.

GHGMI was established in 2007 with the mission to address climate change by building and developing a global community of experts with the highest standards of professional practice in measuring, accounting, auditing and managing greenhouse gas emissions; meeting the needs of governments, corporations, and organizations large and small. For more information go to www.ghginstitute.org.

GHGMI is a U.S. 501(c)(3) registered charitable nonprofit organization. It operates as a uniquely virtual organization to minimize its carbon footprint. All staff telecommute from home offices.

GHGMI is committed to providing equal employment opportunities.