



## **Position: Program Officer, GHGMI**

The Greenhouse Gas Management Institute (GHGMI) is a growing nonprofit with a mission to meet the challenge of climate change and the greenhouse gas emissions that cause it. We are looking for a motivated self-starter to work on international measurement, reporting, and verification (MRV) capacity-building projects. The successful candidate will have a strong technical background and work on one or more of GHGMI's programs and across a growing portfolio of projects to support governments and organizations around the world understand and mitigate their GHG emissions and meet their commitments under the Paris Agreement.

This full-time position will report to a program director and may work under the supervision of project directors. This is a remote position, open to candidates able to meaningfully overlap with the US Pacific time zone.

### **ABOUT GHGMI**

We are building a global community of experts across more than 187 countries with the highest standards of professional practice in measuring, accounting, auditing, and managing greenhouse gas emissions. We do this through projects and programs that provide thought leadership, training, and build the capacity of professional greenhouse gas managers within governments and other institutions around the world. These professionals ensure that national targets, policy responses, market mechanisms, and infrastructure investments to address climate change are truly effective and credible.

### **POSITION RESPONSIBILITIES**

You will work across several MRV capacity building projects, taking on an increasingly level of responsibility over time. The position has ample space for learning and professional growth, in a dynamic field and within a growing mission-driven organization. Your responsibilities will depend upon your experience, expertise, ambition, and interests, but can be expected to include:

#### *Technical delivery:*

- Develop capacity-building training materials on MRV topics and assist with their delivery
- Liaise with government ministries and departments on data collection for GHG inventories and mitigation assessments
- Use software tools and models to develop GHG inventories and run mitigation assessments and projections
- Draft technical content such as MRV guidance manuals or chapters of UNFCCC Biennial Transparency Reports
- Use good storytelling to excite, inform, and educate other GHG professionals on carbon management topics
- Draft project reports and assisting with other project deliverables

#### *Project management support:*

- Support project managers to ensure that projects run effectively, on time, and to budget
- Maintain relationships with senior government partners
- Lead on grant reporting and other aspects of maintaining relationships with funders
- Organize and coordinate technical working groups, meetings, and online interactions with project partners

- Draft grant proposals and lead on proposal processes

### **EXPERIENCE AND ABILITIES**

You have a passion for work to address climate change. You are simultaneously intellectual and entrepreneurial in spirit and bring with you a passion for bridging technical and policy aspects of reducing greenhouse gas emissions, along with an ability to work on fast-moving projects. We are open to outstanding applicants ranging from early to early-mid career levels of experience.

Desired experience and abilities include:

- Strongly prefer degree in engineering, science, environmental management, economics, or related technical field;
- Prefer 3 or more years' experience providing technical assistance on greenhouse gas related topics
- Prefer project experience developing emission inventories and/or performing mitigation analysis
- Desire pedagogy experience developing and delivering training materials
- Desire familiarity with international climate policy, including the Paris Agreement's Enhanced Transparency Framework
- Require effective relationship building capability to maintain good connections with co-workers, government partners, other project partners, and funders
- Require good verbal communication skills and able to represent GHGMI in public venues
- Strongly prefer exceptional English-language writing and editing skills
- Prefer advanced spreadsheet (Excel) skills
- Require willingness to travel (up to 10% of time), when travel becomes possible
- Require fluency in English, other UN languages desirable

### **CULTURE**

GHGMI is by design a low-carbon and remote, work-from-home organization (with over a decade of practice doing so prior to pandemic times). Our colleagues are based globally, although mostly in the United States. You will have the chance to learn from leading experts in the field, gain experience in large, internationally funded grants and contracts. We provide competitive compensation and a generous paid time off policy.

### **HOW TO APPLY**

Please send a cover letter concisely explaining your interest in the position and a bullet-by-bullet response (in a table preferred) to each of the listed *Position Responsibilities* and *Experience and Abilities*, along with a CV, to [admin@ghginstitute.org](mailto:admin@ghginstitute.org). Applications will be reviewed on a rolling basis as they are received, starting 30 April 2021.

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*GHGMI is an equal opportunity employer and is committed to fostering a work environment free of unlawful discrimination. We conduct our recruitment and hiring without discriminating on the basis of race, color, religion, gender identity, sex, sexual orientation, national origin, age, marital status, pregnancy, physical or mental disability, genetics, veteran status, or any other characteristic protected by applicable federal, state, and local law.*

*GHGMI is committed to building an inclusive organization. Through our work we are committed to building a climate profession that is representative of global populations. We expect staff to support our diversity commitment and to engage in anti-racism training and internal conversations to improve the organizational work environment and our delivery of work product.*