



## Position: Part-time Operations Coordinator, GHGMI

The Greenhouse Gas Management Institute (GHGMI) is seeking a motivated self-starter to provide critical support to our mission to address climate change by assisting the Operations & Finance Manager with grant, contract, and operational activities. This part-time position (15-25 hour per week) will play a key role helping to ensure the smooth execution of grants and contracts, project and financial management, and organization-wide systems and processes.

You will report directly to the Operations and Finance Manager and collaborate closely with the Managing Director and program/project directors. You will receive ongoing training and guidance, valuable experience with grants and contracts from prominent international organizations, and the opportunity to be a part of a dynamic team dedicated to tackling climate change.

This remote position offers a competitive hourly rate of \$24-\$31 based on experience. The role also requires flexibility to accommodate all US time zones.

### ABOUT GHGMI

Addressing climate change will require fundamental societal, organizational, and behavioral changes on a global scale. The GHGMI is dedicated to creating an ever-improving professional society composed of internationally recognized, highly competent, and unquestionably ethical professionals that provide the foundation and leadership for greenhouse gas management globally.

Founded in 2007, GHGMI builds and supports a global community of experts and institutions with the highest standards of professional practice in measuring, accounting for, auditing, and managing greenhouse gas emissions, meeting the needs of governments, corporations, and organizations large and small.

We educate countries, organizations, and communities on the basics of GHG accounting, auditing, and management, train professionals to meet the highest standards of expertise and ethical conduct, and conduct forward-looking research into critical GHG measurement, reporting, and verification (MRV) issues.

GHGMI also partners with other nonprofits worldwide, public agencies, and small and medium-sized enterprises in developing countries. We collaborate with other organizations in various regions of the world to provide training in multiple languages and in ways that address local conditions.

### POSITION RESPONSIBILITIES

The Operations Coordinator is ultimately responsible for maintaining operational systems and organizing grant and contract activities across the organization. Responsibilities include:

#### *Budget and Accounting Support*

- Maintain financial transaction records in QuickBooks (bookkeeping)
- Coordinate day-to-day needs for the contractual and financial elements of subcontracts, including operational processing of invoices, tracking subcontract budget and timeline progress, and communicating status with project director
- Process project accounts receivable and payable
- Support the Finance & Operations Manager and accounting team in financial and accounting matters

- Support the Finance & Operations Manager during project and organizational financial audits
- Prepare international payments in banking system for Director approval
- Liaise with bank representative regarding vendor payment issues

#### *Grant Compliance and Tracking*

- Ensure grants and contracts are implemented according to the operational, financial, reporting, and monitoring & evaluation needs of the organization
- Develop, maintain, improv, optimize, and close project-specific tools, including:
  - Project tracking
  - Project schedules and calendars
  - Project files
  - Communication tools
- Develop and run regular reports to support project implementation and evaluation including timesheets, expense reports, and other internal reports as requested
- Proactively identify and develop strategies to optimize the grants administration process
- Review and analyze sub-recipient and co-financing financial reports to ensure compliance with reporting requirements
- Assist in implementing grant policies (e.g. procurement policy, travel policy)
- Prepare financial reports for submission to funders
- Design, prepare, and maintain budget and financial trackers for internal use by project directors and management

#### *Contract Management*

- Review and evaluate contracts and supporting the Operations & Finance Manager in negotiating and executing contracts, subgrants, and subcontracts
- Support organizational relationships with grant and contract funders, subgrantees, and subcontractors
- Maintain correspondence and documentation related to contracts
- Manage contract life-cycle from initiation to close-out, including extensions and amendments
- Identify and develop processes for streamlining contract management

#### *Project and Organizational Support*

- Maintain recordkeeping in file management system, Dropbox
- Provide project management & implementation support to project leads
- Provide support to proposal leads through grant research, writing, and collecting required documentation
- Other project or program related duties, as assigned

#### **DESIRED SKILLS & ABILITIES**

- The ideal candidate is extremely organized, personable, engaged, a self-starter and can prioritize a diverse workload. Must be able to handle a wide work variety and work in a fast-paced environment
- Strong knowledge of grant processes and practices
- 2-4 years of experience coordinating administrative projects
- Strong process improvement and problem-solving skills
- A solutions-oriented approach to problems

- Experience with basic financial management processes including developing and monitoring budgets, financial reporting, and bookkeeping
- Demonstrate judiciousness and fiscal responsibility in managing confidential organizational and financial matters
- Proficiency or the ability to learn QuickBooks, Microsoft Excel, and ability to learn new systems quickly
- Excellent communication (verbal and written) and interpersonal skills
- Effective relationship building capability to maintain good connections with staff, management, associates, and funders
- Advanced spreadsheet skills
- Ability to work remotely with limited supervision

Ability to speak a language other than English and a passion for climate change and cross-cultural experience are also a plus.

### **CULTURE**

GHGMI is by design a remote, work-from-home organization (including during non-pandemic times). You will have the chance to learn from leading experts in the field, gain experience in large, internationally funded grants and contracts.

### **HOW TO APPLY**

Send your resume/CV and a cover letter explaining how your qualifications are a good fit and why you are passionate about this opportunity. Send directly to [careers@ghginstitute.org](mailto:careers@ghginstitute.org) with subject line “Operations Coordinator”. Applications will be reviewed on a rolling basis.

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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 professional network 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.*