



Program Officer

POSITION RESPONSIBILITIES

The Greenhouse Gas Management Institute (GHGMI) seeks a Program Officer to support the successful design, implementation, and management of international climate change and greenhouse gas (GHG) capacity-building initiatives. This position plays a central role in supporting technically rigorous projects that strengthen measurement, reporting, and verification (MRV) systems, greenhouse gas inventories, mitigation planning, transparency, and climate governance around the world. This is a fully remote position with occasional international travel.

You will support the day-to-day implementation of multiple donor-funded projects, coordinating technical activities, project teams, consultants, and partners ensuring projects are delivered on time, within budget, and in accordance with donor requirements. The position has ample space for learning and professional growth, in a dynamic field and within a growing mission-driven organization.

You have a passion for working 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.

Your responsibilities will depend upon your experience, expertise, ambition, and interests, but can be expected to include:

Program and project support

- Anticipate program and project needs and opportunities to ensure they are effective, on time, and to budget.
- Independently develop project work plans and track progress against project deliverables.
- With little guidance, organize, coordinate, and lead technical working groups, meetings, and online interactions with internal staff and external project partners.
- Work collaboratively to identify strategic approaches for project and program implementation across the organization.
- Coordinate and support grant reporting, ensure adherence to donor finance policies and procedures, and maintain positive relationships with funders.
- Participate in, coordinate, and/or lead new grant proposal opportunities.
- Proactively identify and execute project or program improvements.
- Support the development of technical service agreements by drafting the scope of work and schedules for project fellows and/or subcontractors.

Technical delivery:

- Provide expert subject matter support to Program Directors and Project Managers.
- With little oversight, research, analyze, and draft technical content for reports, papers, guides, and



communication collateral.

- Develop capacity-building training materials on MRV topics and, as needed, lead on their delivery.
- Use software tools and models to develop GHG inventories and run mitigation assessments and projections.
- Use good storytelling to excite, inform, and educate other GHG professionals on carbon management topics.

External representation

- Maintain and manage positive relationships with partners, stakeholder organizations, and senior government partners.
- Represent GHGMI externally to strengthen its profile, ensuring excellent representation and communication skills, including cross-cultural skills and the ability to engage effectively with partners at all political, social, and economic levels.
- Provide thought leadership around specific topics and emerging practice areas through presentations, blog posts, and publications.

REQUIRED QUALIFICATIONS

- Bachelor's degree in environmental science, engineering, economics, public policy, climate science, international development, or a related field.
- Three (3) to five (5) years of relevant work experience supporting climate change, greenhouse gas accounting, MRV, or international development projects.
- Strong analytical and problem-solving skills.
- Demonstrated experience supporting donor-funded international projects.
- Strong project planning and organizational skills with the ability to manage multiple priorities.
- Exceptional technical writing and editing skills.
- Experience preparing technical reports and donor deliverables.
- Strong interpersonal and relationship-building skills.
- Ability to work independently in a remote international environment.
- Excellent written and verbal English communication skills.
- Willingness to travel internationally.

PREFERRED QUALIFICATIONS

- Master's degree in environmental science, engineering, economics, public policy, climate science, international development, or a related field.
- Experience supporting implementation of the Paris Agreement, Enhanced Transparency Framework, or national climate reporting.



- Experience developing greenhouse gas inventories or mitigation assessments.
- Experience with carbon markets.
- Experience with adaptation measurement and reporting
- Experience designing and delivering technical training.
- Familiarity with greenhouse gas accounting software, analytical models, and MRV tools.
- Experience working with international consultants and multidisciplinary project teams.
- Experience developing successful grant proposals.
- Fluency in one or more additional UN languages, specifically French and/or Spanish.

KEY QUALITIES

- Leadership – demonstrate inspirational leadership with a passionate commitment to [GHGMI's nonprofit mission](#), vision, and values
- Technical Excellence – deliver thought leadership and outstanding technical analyses in further of climate change policy and GHG accounting subject matter.
- Ownership – assume full responsibility for execution of work and delivering outstanding results.
- Integrity - demonstrate consistently high ethical standards.
- Collaboration – dive in to work with colleagues across the organization to support their work and contribute to their success.
- Entrepreneurial Spirit- willingness to take risks and consider alternative points of view.

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.



ORGANIZATIONAL 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 and gain experience in large, internationally funded grants and contracts. We provide competitive compensation and a generous paid time-off policy.

Compensation: Will be commensurate with experience and within the range of US\$60,000 - \$79,000.

At GHGMI we recognize that attracting the best talent is key our strategy and success as an organization. As a result, our salary ranges reflect a good faith estimate to provide fair compensation based on the candidate's expertise and skills.

HOW TO APPLY

Please send your resume/CV, along with 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 with the subject line "Program Officer." Applications will be reviewed on a rolling basis.

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.