**POSITION ANNOUNCEMENT**

### Forestry Program Associate, American Carbon Registry

Effective with the release of this position announcement, Winrock International is recruiting applicants for the position of Program Associate for the American Carbon Registry (ACR). The attached position description describes the responsibilities and qualifications.

**GENERAL:**

Winrock International is a nonprofit organization that works with people in the United States and around the world to empower the disadvantaged, increase economic opportunity, and sustain natural resources. Winrock matches innovative approaches in agriculture, natural resources management, clean energy, and leadership development with the unique needs of its partners. By linking local individuals and communities with new ideas and technology, Winrock is increasing long-term productivity, equity, and responsible resource management to benefit the poor and disadvantaged of the world.

The non-profit [American Carbon Registry,](http://www.americancarbonregistry.org) (ACR), an enterprise of Winrock International, is a leading carbon offset program recognized for its strong standards for environmental integrity and its leadership in carbon market innovation. Founded in 1996, ACR has over eighteen years of unparalleled experience in development of rigorous, science-based carbon offset standards and methodologies as well as operational experience in the oversight of high quality offset project listing, verification, registration, offset issuance, serialization and on-line retirement reporting.

In addition to its voluntary carbon market activities, ACR is an approved Offset Project Registry (OPR) and Early Action Offset Program (EAOP) for the California Cap-and-Trade Program. In this role, ACR works with the state regulatory agency to oversee the registration and issuance of compliance-eligible Registry Offset Credits and Early Action Offset Credits, which once transitioned to compliance offset credits can be used by California entities to help meet their emissions reductions obligations in the Cap-and-Trade Program.

**SALARY:**

The annual salary will be commensurate with qualifications and experience.

**APPLICATIONS:**

Applicants may go to Winrock’s Job Page at [**www.winrock.org**](http://www.winrock.org) to complete an online application, submit a current resume and cover letter.

**POSITION DESCRIPTION**

Position Title: Forestry Program Associate 2

location: Sacramento, CA

BUSINESS UNIT: American Carbon Registry

REPORTS TO: Director of Forestry, American Carbon Registry

**POSITION SUMMARY**

The Program Associate is a mid-level technical role within the American Carbon Registry (ACR), providing support to the Director of Forestry, and other members of ACR staff on all aspects of registry management, including, but not limited to reviewing project listing applications, data reporting and verification documents; formulating responses to technical questions raised by project developers and verification bodies; supporting business development and outreach activities; and helping to coordinate the development and/or approval of new quantification methodologies.

 In December 2012, ACR was approved by the California Air Resources Board as an Offset Project Registry (OPR) and Early Action Offset Program (EAOP) for the California cap-and-trade market. The process of answering client questions, project listing, overseeing verification, and issuance of credits to California compliance and early action projects has become a dominant component of our registry activities, even while significant activity continues in voluntary methodologies and project registration. ACR prides itself on providing technical knowledge and responsive customer service to all our clients. The Forestry Senior Program Associate will have (or quickly obtain) a detailed understanding of the California cap-and-trade regulation and the US Forests Compliance Offset Protocol, and will provide support to ensure that projects move through the Registry process efficiently, while ensuring regulatory compliance and technical rigor and quality.

KEY RESPONSIBILITIES

* Review documents for listing, verification and registration of California compliance forest projects and other related compliance project types as needed.
* Review documents for listing, certification and registration under the ACR voluntary offset program for forestry and other land based offset project types.
* Support the development of technical analyses, presentations, outreach materials, and reports for the Director of Forestry or other senior ACR staff.
* Have a detailed understanding of technical guidance from the Air Resources Board related to the US Forests Compliance Offset Protocol and the Cap and Trade t types as needed.Regulation affecting Registry processes.
* Support approval of new methodologies, including technical review,, assisting with identifying and coordinating technical peer reviewers, setting up meetings, and providing meeting notes.
* Assist with contracting, mobilizing and monitoring short term consultants and peer reviewers.
* Liaise with other Winrock divisions for coordination of jointly implemented activities.
* Represent ACR at various meetings with clients, regulatory agencies and others organizations.

OTHER RESPONSIBILITIES

* Provide support to proposal preparation including researching and gathering background information and helping write and prepare quality, targeted and accurate proposals.
* Provide assistance and background information for responses to general client inquiries

**QUALIFICATIONS AND BACKGROUND**

**Education:**  Bachelors or advanced degree in Forestry, or related field. Advanced degree preferred.

**Experience:** At least 5 years of experience working with projects in the forestry, carbon, ecosystem, sustainability or other environmental markets as well as expertise with fundamental greenhouse gas (GHG) accounting principles, including verification and auditing standards and procedures of GHG quantification and reporting. The candidate must have at least 2 years of experience working with projects in the carbon market or related fields. Candidates who have completed ARB training and passed the exam in the US Forests Compliance Offset Protocol are preferred.

**Skills:**

* Basic understanding of GHG accounting in the California compliance and voluntary forest carbon markets
* Understanding of basic forest mensuration and modeling techniques, and silviculture.
* Ability to manage project operations and work flow effectively, to track and meet deadlines for multiple tasks.
* Strong interpersonal skills, impeccable integrity and trustworthiness, sense of humor, and diplomatic approach to problem solving.
* Ability to consistently interact with others in a professional, courteous, and tactful manner, maintain a positive attitude and good working relationships, and work effectively in a team setting.
* Ability to work independently for timely completion of quality deliverables.
* Strong technical, analytical and statistical skills.
* Strong speaking, presentation and written communication skills.
* Fluency in spoken and written English is required. Fluency in one or more additional languages is an asset

**Other:** Must be available to travel domestically for short-term assignments. Commitment to Winrock’s mission and interest in market-based approaches to reducing greenhouse gas emissions required. Candidate must be comfortable working in a flexible, high-paced environment and able to work well in teams and also independently.

The candidate may **not** require sponsorship to work in the U.S.