



## **Job Description**

### **Voluntary Carbon Standard Association**

**Job Title:** Program Coordinator

**Location:** Washington, DC, USA

**Start Date:** March 2010

**Reporting to:** Program Manager

#### **Background on the VCS Association**

The Voluntary Carbon Standard Association (VCSA) is responsible for the management of the Voluntary Carbon Standard (VCS) and its associated program, which were launched on 19 November 2007. The primary objective of the VCS is to bring standardization, transparency and credibility to the voluntary carbon market, and the VCS has now established itself as one of the leading GHG standards and programs in the voluntary carbon market. In addition, the VCS is likely to play an important role in the development of compliance regimes worldwide.

The VCSA is looking for a dynamic Program Coordinator to further strengthen the program team and manage key elements of the VCS Program.

#### **Job Description**

The Program Coordinator will manage all operational aspects of the VCS Program, ensuring the integrity of the platform and driving the continued development of the Program. Principal tasks and responsibilities will include, at a minimum, the following:

- 1) Manage the VCSA's growing operations team, with responsibility for all day-to-day operations including interaction with market participants and timely resolution of operational issues.
- 2) Manage the relationship with the VCS registries and project database, to further develop the functionality of the registry system and to ensure system integrity.
- 3) Supervise the double approval process for new methodology elements, to ensure appropriate oversight, timely contracting with validators and approval of new methodology elements.
- 4) Manage the relationship with validator verifier bodies.
- 5) Develop further the Program's detailed rules and requirements, including preparation of Program documentation and communication materials.

- 6) Work on new policy initiatives, to expand and develop the scope of the Program and strengthen the VCS.
- 7) Present at conferences and other industry events and to other stakeholder groups.
- 8) Assist in other parts of the organization as needed.

### **Required Knowledge, Experience and Skills**

- 1) Excellent knowledge of the voluntary and regulated carbon markets, with a minimum of two years work experience in the field.
- 2) A minimum of five years professional experience in the fields of environment, energy, consultancy, financial services or information technology.
- 3) Demonstrated project and people management ability.
- 4) Excellent technical writing and oral communication skills.
- 5) Fluency in English; another UN language would be considered an asset.
- 6) Masters degree in environment or a related field would be considered an asset.
- 7) Experience and expertise in designing, operating, verifying against or using standards and protocols would be considered an asset.

### **Required Traits**

- 1) Sharp analytical mind, with excellent attention to detail.
- 2) Ability to multi-task on issues of substance.
- 3) Ability to work independently and on own initiative.
- 4) Professional approach and demeanor.
- 5) Good organizational, communication, interpersonal and team skills.

### **Terms and Conditions**

A competitive salary is available and other terms and conditions will be discussed during the application process. Applicants must be eligible to work in the US.

In order to streamline the application process, applicants are requested to submit the following documents:

- 1) Cover letter (not to exceed one page).
- 2) Resume/CV (not to exceed two pages).
- 3) A short writing sample (maximum 500 words) outlining the key challenges the VCS Program faces in the next phase of its development.

All documents must be submitted to [secretariat@v-c-s.org](mailto:secretariat@v-c-s.org) by close of business 19 February 2010.