



### **Position Announcement: Program Manager**

The Regional Greenhouse Gas Initiative, Inc. ("RGGI, Inc.") seeks to hire a Program Manager to be based in New York City.

#### **General**

The Program Manager will join a small team to support implementation of the Regional Greenhouse Gas Initiative (RGGI), a cooperative effort to reduce carbon dioxide emissions by ten Northeastern and Mid-Atlantic states.

Regional Greenhouse Gas Initiative, Inc. is a non-profit corporation formed to provide technical and administrative services to the participating states of the Regional Greenhouse Gas Initiative (RGGI). With offices in New York City, RGGI, Inc. functions as an administrative secretariat to support development and implementation of each state's RGGI CO<sub>2</sub> Budget Trading Program. Additional information about RGGI, Inc. is available online at <http://www.rggi.org/rggi>

#### **Qualifications**

Prospective candidates should have an outstanding record of successful project management. Based on a strong academic record of achievement, including at minimum a bachelors degree, candidates should have at least five years of relevant employment experience. Of particular interest are candidates who have worked on projects related to one or more of the following topical areas: reporting of greenhouse gas emissions, analysis of electricity transmission systems and markets, or programs to promote energy efficiency and renewable energy deployment.

The successful candidate should be highly organized, be able to manage multiple projects simultaneously, be a resourceful and creative problem solver, have experience facilitating processes among various stakeholders, have the ability to work under pressure while maintaining a positive attitude and have excellent oral and written communication skills.

#### **Job Responsibilities**

Based on the candidate's skills and experience, the Program Manager will manage operational processes; compile, analyze and organize program data; and review contract deliverables across a number of program areas which may include:

- Emissions and allowance tracking through the RGGI CO<sub>2</sub> Allowance Tracking System
- Market monitoring of RGGI CO<sub>2</sub> allowance markets
- Data related to state investment of RGGI auction proceeds
- RGGI offset programs

This is a full time salaried position. Applicants will work in the New York City offices of RGGI, Inc. with limited travel requirements.

#### **Application Instructions**

Interested applicants should submit a cover letter and resume to: [laura.thomas@rggi.org](mailto:laura.thomas@rggi.org) by November 8, 2010. Review of applications will begin immediately.

No telephone inquiries please. RGGI, Inc. is an equal opportunity employer.