



Regional Greenhouse Gas Initiative, Inc.
90 Church Street, 4th Floor
New York, NY 10007
www.rggi.org

January 22, 2019

Position Announcement – Program Associate

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

RGGI, Inc. is a non-profit corporation created to provide technical and administrative services to the states participating in the Regional Greenhouse Gas Initiative (RGGI). RGGI is the first market-based regulatory program in the United States to reduce greenhouse gas (GHG) emissions. RGGI is a cooperative effort among the states of Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New York, Rhode Island, and Vermont to cap and reduce CO₂ emissions from the power sector.

Core Responsibilities:

- Supports the Executive Director and the RGGI, Inc. staff in the following:
 1. Assists the *Director of Program Implementation* in the coordination and implementation of the RGGI CO₂ allowance auctions, including management of auction calendar, state approvals, and external contractor work flow. Also provides support on the offsets program.
 2. Assists the *Director of Program Administration* with support for RGGI CO₂ Allowance Tracking System (RGGI COATS), coordination and processing of the CO₂ compliance obligations, and external contractor work flow. Provides support on power sector modeling, data tracking, and analysis.
 3. Assists the *Director of Communications* in creating materials for state Agency Heads and stakeholders, as well as tracking the investments of RGGI proceeds.
 4. Supports the *Business Manager* in overall scheduling and process management, including logistics for meetings of state Agency Heads, the Board of Directors, state staff, and stakeholders.
 5. Assists the *Executive Director* with administrative, project management, and program coordination across all program areas.

Qualifications:

- Academic record including at minimum a bachelor’s degree.
- At least 1-2 years of relevant work experience successfully managing or facilitating project teams, clients, consultants, or stakeholders.
- Understanding of state programs which address GHG emissions reduction, and interest in learning more about climate and energy policy at the state level.

- Ability to:
 - Manage projects independently and think strategically.
 - Initiate, implement, and evaluate administrative procedures.
 - Organize resources and establish priorities.
 - Manage multiple projects and deliver against deadlines.
 - Prepare clear and effective written memos, agendas, and reports.
 - Communicate effectively with state staff, fellow employees and external parties.
 - Work effectively in both face-to-face and remote environments.

Compensation:

Salary will be commensurate with qualifications and experience and will include a benefits package.

Apply:

Interested applicants should submit a cover letter and resume to info@rggi.org addressed to Andrew J. McKeon, Executive Director. Applications will be evaluated on a rolling basis.

No telephone inquiries please.

RGGI, Inc. is committed to equal opportunity employment.