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:
  o Manage projects independently and think strategically.
  o Initiate, implement, and evaluate administrative procedures.
  o Organize resources and establish priorities.
  o Manage multiple projects and deliver against deadlines.
  o Prepare clear and effective written memos, agendas, and reports.
  o Communicate effectively with state staff, fellow employees and external parties.
  o 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@rugi.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.