

2008 Summer Internship Program

Greenhouse Gas Management Institute is seeking an intern to work on a variety of projects related to building the Institute's organizational infrastructure and course offerings. The GHG Management Institute has developed extensive technical expertise and internationally recognized training programs on greenhouse gas emissions accounting and management.

Position summary

The Greenhouse Gas Management Institute is seeking a summer intern to work directly with the directors of the Institute. Your job is to support, and in some cases manage, projects related to the creation of a new and innovative non-profit organization focused on the issue of greenhouse gas emissions and climate change.

The Institute is looking for a self-motivated person with a strong interest in climate change and non-profit organization management.

Specific responsibilities may include:

- Contribute to the development of new online course material, especially courses on the IPCC Guidelines for National Greenhouse Gas Inventories.
- Design and content of newsletter, develop and manage new membership services program
- Support for new advisory board and develop new subcommittees, including setting up teleconferences, etc.
- Work with course developers and instructors to ensure the quality of the Institute's training programs.
- Play a key role in the design and implementation of measurement, reporting, and verification protocols for greenhouse gases, nutrients, and other environmental pollutants.
- Prepare and organize well-written materials, including web content.
- Effectively build partnerships with companies, other non-profits, and international organizations.
- Prepare funding proposals and support other fundraising efforts.
- Develop and implement marketing strategies and establish new partnerships with stakeholder organizations, and conference organizers.
- Engage in strategic planning and program development.
- Engaging in policy relevant issues related to renewable energy, climate change, and GHG emissions trading.
- Help establish international "franchises" in non-English speaking countries

- Support the development of Institute's GHG Management Professional accreditation program
- Support the development of a verifier training for the Kyoto Protocol's Joint Implementation program

Qualifications

Candidates must have a commitment to improve the environment, a demonstrated ability to perform high quality work. Experience in climate change and greenhouse gas emissions accounting is desired, but not necessary for all internship positions.

Applicants should possess excellent written and verbal English skills, and a proven ability to manage multidisciplinary projects. Applicants with degrees or working toward degrees in engineering, sciences, business administration, marketing, non-profit management, or public policy are invited to apply.

About the Greenhouse Gas Management Institute

The GHG Management Institute is a non-profit organization focused on training and education. Its mission is to train and develop a community of experts with the highest standards of professional practice in measuring, accounting, and managing greenhouse gas emissions; meeting the needs of governments, corporations, and organizations large and small. It was founded by Greenhouse Gas Experts Network and ClimateCHECK, in partnership with World Resources Institute (WRI), Carbon Disclosure Project (CDP) and GoVida eLearning.

The GHG Management Institute is creating a suite of courses that addresses the need for greenhouse gas (GHG) experts and managers. These courses are most useful to managers who are being tasked with developing GHG inventories and projects and to prospective GHG consultants. The Institute provides participants with a certificate of proficiency once they have demonstrated mastery of the material and passed examinations.

The Institute is working closely with WRI in developing a series of courses related to the GHG Protocol and the ISO 14064 series of standards. It is also collaborating with several expert institutions and individuals to develop courses on project-level GHG accounting, product footprint and supply chain accounting, mitigation and for professional GHG service providers including verifiers and validators.

The Institute offers courses primarily online via e-learning but blends online learning with face-to-face workshops. E-learning allows learners to undergo training on their own time, and without the cost, trouble, and GHG emissions related to travel.

The Dean of the Institute is Michael Gillenwater. The Managing Director is Gao Pronove. Tom Baumann is the Director of Professional Programs. Other faculty members are leading experts from around the globe.

Work-site Location

The GHG Management Institute is a virtual organization. We strive to minimize our emissions from travel by telecommuting and doing as much of our work online as possible. Interns may work from any location they choose, assuming that they have reliable internet and telephone (including VOIP) access. You are an adult and we trust you to do your work like a professional no matter where you are located.

The Institute does have office space available in Ottawa, San Francisco, and Manila if desired. Additional Institute staff are located in Washington, DC and Minneapolis. Interns in these two locations would have access to regular in-person meetings with Institute staff.

Compensation

As a new non-profit organization, the Institute cannot currently guarantee compensation to interns. However, interns will be allowed to take Institute training courses for free for a period of one year. Outstanding work may be rewarded with an end of term bonus, depending on the financial condition of the organization. Interns will also be receiving on the job training in an area of climate change with the fastest growth in demand for trained professionals.

How to Apply

Qualified applicants only. Please send your resume and cover letter to info@ghginstitute.org.

Application closing date

1 May 2008. Applications will be reviewed upon receipt, and offers may be made before the application deadline.

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Please, no phone calls.