



## Latin America Project Manager (Spanish Speaking), Greenhouse Gas Management Institute

### ABOUT GHGMI

Addressing climate change will require fundamental societal, organizational, and behavioral changes on a global scale. The Greenhouse Gas Management Institute (GHGMI) is dedicated to creating an ever-improving professional society composed of internationally recognized, highly competent, and unquestionably ethical professionals that provide the foundation and leadership for greenhouse gas management globally.

Founded in 2007, GHGMI builds and supports a global community of experts and institutions with the highest standards of professional practice in measuring, accounting for, auditing, and managing greenhouse gas emissions, meeting the needs of governments, corporations, and organizations large and small.

We educate countries, organizations, and communities on the basics of GHG accounting, auditing, and management, train professionals to meet the highest standards of expertise and ethical conduct, and conduct forward-looking research into critical GHG measurement, reporting, and verification (MRV) issues.

GHGMI also partners with other nonprofits worldwide, public agencies, and small and medium-sized enterprises in developing countries. We collaborate with other organizations in various regions of the world to provide training in multiple languages and in ways that address local conditions.

### POSITION RESPONSIBILITIES

As a Latin America Project Manager, you will support the successful implementation of projects within Central and South American countries to strengthen capacity to assess climate action and to report their progress in line with the Paris Agreement. Reporting to a Program Director, you will work across several MRV capacity building projects, providing expert support, and taking the lead, as needed, on meetings, communications, studies, reports, and programmatic deliverables. This work includes supporting all technical and project management activities and working collaboratively with project staff and consortium partners to ensure seamless implementation of project objectives. **This position is expected to have fluency in both Spanish and English** (written and spoken), operate remotely, and may require international travel.

### DESIRED SKILLS

#### Project management

- Manage Central and South American project coordination and delivery.
- Support Program Directors to ensure that projects runs effectively, on time, and to budget.
- Establish and maintain relationships with senior government partners.



- Organize, coordinate, and lead technical working groups, meetings, and online interactions with project partners.
- Manage and cultivate existing funder relationships; identify new grant proposal opportunities and lead proposal writing processes.
- Lead on grant reporting and other aspects of maintaining relationships with funders.
- Support and participate in project meetings with consortium partners to exchange information, provide project updates, and solve emerging challenges.
- Support and monitor key project work products from GHGMI Program Officers.

#### Technical delivery:

- Lead the development of capacity-building training materials on MRV topics and lead their delivery as needed, in both Spanish and English.
- Serve as a primary point of contact with government ministries and departments on data collection for GHG inventories and mitigation assessments.
- Use software tools and models to develop GHG inventories and run mitigation assessments and projections.
- Draft technical content such as MRV guidance manuals or chapters of UNFCCC Biennial Transparency Reports, in both Spanish and English.
- Use good storytelling to excite, inform, and educate other GHG professionals on carbon management topics.

#### External representation

- Establish and manage relationships with partner and stakeholder organizations as needed.
- Represent GHGMI externally to strengthen its profile.
- Provide thought leadership around specific topics and emerging practice areas through presentations, blog posts, and publications.
- Represent GHGMI at various forums and events.

#### Qualities

- Leadership – demonstrate inspirational leadership with a passionate commitment to [GHGMI's nonprofit mission](#).
- Technical Excellence – deliver thought leadership and outstanding technical analyses in further of climate change policy and GHG accounting subject matter.
- Ownership – assume full responsibility for execution of work and delivering outstanding results.
- Integrity - demonstrate consistently high ethical standards.
- Collaboration – dive in to work with colleagues across the organization to support their work and contribute to their success.
- Entrepreneurial Spirit- willingness to take risks and consider alternative points of view.



## QUALIFICATIONS

All candidates should have bilingual written and spoken Spanish and English capabilities, have proven project management experience and demonstrated experience in MRV issues in Central and South American countries. The ideal candidate resides in Latin America.

Additional qualifications include:

- Bachelor's degree in engineering, science, environmental management, economics, or related technical field, advanced degree preferred; with at least 8 years of relevant work experience and 3 years of demonstrated project management experience.
- Previous experience working in Central and South America on international climate policy, including the Paris Agreement's Enhanced Transparency Framework.
- Desire pedagogy experience developing and delivering training materials.
- Demonstrated ability working in a diverse team environment to deliver high-quality products in a timely manner.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed

## CULTURE

GHGMI is by design a remote, work-from-home organization (including during non-pandemic times). You will have the chance to learn from leading experts in the field and gain experience in large, internationally funded grants and contracts. We provide competitive compensation and a generous paid time off policy.

**Compensation:** \$USD 30,000 – 60,000 annually (location dependent)

At GHGMI we recognize that attracting the best talent is key our strategy and success as an organization. As a result, our salary ranges reflect a good faith estimate to provide fair compensation based on the candidate's expertise and skills.

## HOW TO APPLY

Please send your resume/CV, along with a cover letter explaining how your qualifications are a good fit and why you are passionate about this opportunity. Send directly to [careers@ghginstitute.org](mailto:careers@ghginstitute.org) with the subject line "Latin America Project Manager Position." Applications will be reviewed on a rolling basis.

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*GHGMI is an equal opportunity employer and is committed to fostering a work environment free of unlawful discrimination. We conduct our recruitment and hiring without discriminating on the basis of race, color, religion, gender identity, sex, sexual orientation, national origin, age, marital status, pregnancy, physical or mental disability, genetics, veteran status, or any other characteristic protected by applicable federal, state, and local law.*

*GHGMI is committed to building an inclusive organization. Through our work we are committed to building a professional network that is representative of global populations. We expect staff to support our diversity commitment and to engage in anti-racism training and internal conversations to improve the organizational work environment and our delivery of work product.*