



Assistant Carbon Manager

About the Company

[SIG Carbon](#) was born from Spatial Informatics Group, an environmental think-tank consultancy. SIG was founded by four PhD students (now professors), interested in applying the science behind their research to real-world problems. Following in the DNA of Spatial Informatics Group, SIG Carbon was founded with an academic focus, rooted in the science of forest carbon and natural resources management. The mission of Spatial Informatics Group is to bring science to landowners to improve environmental outcomes, rather than maximizing the company's profit.

SIG Carbon is one of the top project developers in the US forest carbon offset market, and known for high-quality carbon projects. While we continue to advance the science underlying the carbon offset markets, we're equally focused on helping landowners make informed land use and land management decisions. Improving the quality of forest management, and the employment of nature-based solutions, are among the most impactful and cost-effective ways to meet emission reduction targets. SIG Carbon selects projects to develop on the carbon offset market, focusing on those that will have a real and additional impact on climate change mitigation. We connect our clients to the carbon offset market to support their long-term commitment to implement sustainable forest management practices.

Over ten years, we have developed 25 projects and counting, helping to preserve 900,000 acres, and delivering more than \$150 million in revenue to landowners. Our business philosophy is rooted in two core values: making cutting-edge science accessible and actionable, and providing complete financial transparency. To learn more visit www.sigcarbon.com.

The Role

As an **Assistant Carbon Manager**, you will be responsible for:

- Supporting project managers and technical staff in the origination, development, and ongoing oversight of forest carbon projects to ensure compliance with standards, methods, and protocols adopted by American Carbon Registry and California Air Resources Board – Compliance Offset Program, and other carbon offset programs.
- Administrating quality assurance and quality control; monitoring deliverables for accuracy;
- Maintaining project files, changelogs, and other documentation.
- Assisting in preparation of material for delivery to clients, third-party verifiers, offset regulatory agencies, or other external parties.
- Contributing to the timely delivery of and ensuring consistency with contractual obligations and forest carbon standards, methods and protocols.
- Assisting in tracking priorities, milestones, deadlines, plus project history and workflow to meet project timelines.
- Providing effective oral and written communication with SIG colleagues, clients, verification bodies, and carbon registries.
- Coordinating onsite verification efforts (logistics, travel, verification materials) associated with offset projects.
- For candidates with strong technical skills responsibilities will be tailored to leverage these skill sets

Culture, Location and Schedule

- We're a group of environmentally-minded individuals working to mitigate the effects of climate change. In short, we're doing work you can feel good about.
- We are a 100% remote company. Our employees typically work from home or a co-working space.
- This is a full-time salaried position with a flexible work schedule; specific workdays and hours are flexible though some overlap of regular business hours is required.
- We are a certified small business with a tight-knit team. As such, active communication, collaboration, and professionalism are of utmost importance.

Travel Requirement

- 10% or less - Travel may be required to visit project sites, attend meetings, or participate in onsite verifications. Overnight stays up to a week at a time may be required.

Desired Qualifications

- 2-3 years of experience supporting natural resources projects or programs. Examples of such experience include: data collection, analysis, and interpretation; writing technical reports; researching best management practices and agency regulations for land use/land management; identifying actionable goals or regional standards and trends in scientific literature; updating project tracking software and general project administrative tasks.
- Familiarity (or ability to rapidly become familiar) with standards, methods, and protocols adopted by American Carbon Registry's Voluntary Offset Program and California Air Resources Board – Compliance Offset Program. Experience with Verra (VCS) or REDD+ is a bonus, but not mandatory
- Excellent oral and written communication skills.
- Ability to consistently meet timelines and deliver on multiple concurrent projects.
- Self-motivated with great organizational skills and attention to detail
- Special consideration given to candidates with one or more of the following skillsets:
 - Coursework, fieldwork, or professional experience in forestry or forest management
 - Proficiency in growth and yield modeling - FVS or similar software
 - Coursework or professional experience in forest carbon, offsets, or verification
 - Familiarity with Geographic Information Systems (GIS) software.
 - Advanced skills in Microsoft Excel

Education

- Bachelors or master's degree (preferred) in forestry, forest economics, environmental studies, other natural resources management

Compensation and Benefits

- SIG offers health care, dental, vision, life insurance, paid holidays, retirement savings (401k), and paid time off.
- Ability to work from home with a flexible work schedule.

Application Instructions

- To apply to this position, please submit your resume (required) and cover letter (required) as separate documents to carbon-jobs@sig-gis.com.
- Position open until filled.