

Position: Forest Carbon Coordinator
Location: Remote or San Francisco, CA
Full Time

About the Organization

Founded in 2001, Bluesource is the leader in North American carbon markets, finance, and project development. Bluesource has established the largest portfolio of carbon projects and credits in North America, with over a dozen project types located in nearly every U.S. state and Canadian province, and over 60 million credits sold to compliance and voluntary market buyers. Bluesource is headquartered in Salt Lake City, with offices in San Francisco, Calgary, and Ontario.

About the Position

The position can be held remotely, though some preference will be given to candidates willing to operate out of the team's office in San Francisco, CA or Salt Lake City, UT. Bluesource seeks a dedicated environmental professional to support its forest carbon implementation team through soliciting proposals for, and contracting, carbon verification and inventory work, as well as coordinating fieldwork logistics. The successful candidate will be a highly organized individual who is detail orientated and skilled in communicating with third-party contractors. Day-to-day responsibilities will cover a spectrum of activities including assisting in field verifications throughout the continental US and Alaska (remotely and occasionally on site), preparing proposals for verification and inventory services for over 70 forest carbon projects, planning remote site visits, and tracking expenses. This is an excellent opportunity for an entry-level professional seeking a position in the center of the forest carbon market.

Primary Duties and Responsibilities

- Prepare proposal solicitations and contracts for verification services and forest carbon inventories
- Coordinate site visit logistics - booking hotels, flights, equipment rentals, meals, and preparing field safety plans
- Prepare maps and inventory data sheets for field work
- Track budgeting and invoicing for verification and inventory activities
- Manage field equipment and inventory supplies

Minimum Qualifications

The successful candidate will have a combination of the following qualifications:

- At least 1 year of experience in a forestry or administrative related occupation
- Bachelor's degree or an associate's degree with equivalent work experience
- Proficient in Microsoft Excel and other Microsoft Office Applications

Preferred Qualifications

- At least 2-4 year of experience in a forestry or administrative related occupation
- Experience in ArcGIS mapping and analysis
- Experience cleaning and troubleshooting data

Other

- Highly self-motivated and driven

- Keen attention to detail
- Excellent organizational and time management skills
- Ability to work both independently and in a collaborative team setting
- Strong written and verbal communication skills
- Expertise in logistics and demonstrated ability to coordinate among various contractors
- Strong interest in climate change and environmental issues

Compensation and Benefits

Bluesource offers an excellent benefits package and a competitive salary that is commensurate with experience. The position can be held remotely, though some preference will be given to candidates willing to operate out of the team's office in San Francisco, CA or Salt Lake City, UT.

To Apply

To be considered for this position, interested candidates should submit a resume, cover letter, and salary requirements to jstrauss@bluesource.com and llott@bluesource.com. This position will remain open until filled.