



## Carbon Accounting Manager

**At Green Economy Canada we envision an economy where environmental sustainability, human well-being, and business success are synonymous.**

[Green Economy Canada](#) is a national non-profit accelerating Canada's transition to a vibrant and inclusive net-zero future. We do this in three ways:

1. We lead a network of [Green Economy Hubs](#) that bring together, support and celebrate businesses in taking action on climate change and building sustainability into their operations.
2. We amplify success stories of business sustainability efforts to demonstrate what's possible and inspire others to follow suit.
3. We foster collaboration between government, private sector and civil society, and inform green policies and investments for systems change.

Our network has engaged over 500 businesses to collectively reduce over 200,000 tonnes of GHG emissions – the equivalent of removing 60,000 cars off the road each year. Join us in making business better, together!

### The Opportunity

You can't manage what you don't measure, and helping businesses to quantify their emissions is an important first step in enabling them to take meaningful climate action. If you love carbon accounting and providing businesses with a data-driven approach to managing their emissions, then join our team at Green Economy Canada as our Carbon Accounting Manager!

As a critical member of our Data Team, you will lead our work to develop GHG inventories and provide valuable insights to support businesses in moving toward credible net-zero goals. You will maintain the integrity of our carbon accounting practices and act as a go-to carbon accounting resource for our network of Green Economy Hubs. You will also have the opportunity to improve and streamline our carbon accounting tool and GHG inventory development practices to help scale our climate action support to thousands of businesses across Canada.

As an ideal candidate, you have experience developing GHG inventories following the World Resource Institute's GHG Protocol Standard and have an interest or familiarity with frameworks such as the Science Based Targets Initiative (SBTi). You are also an expert in Excel and enjoy telling the story found in GHG data. You are highly organized and detail-oriented and work well in a team.



**Ideal Start Date:** Immediate

**Term:** Full-time permanent

**Annual Compensation:** \$68,000 + \$2000 health and wellness allowance + \$60 home office allowance/month

**Benefits:** Minimum 3 weeks vacation time + 2 weeks shut down over December holidays, professional development support, access to TELUS Health Employment Assistance Program, flexible work culture and awesome teammates!

**Location:** Remote work, must be located in Canada

**Reports to:** Senior Data Manager; works closely with other members of the Data Team and supports Hub Managers from time to time.

## What does the Carbon Accounting Manager Do?

### Carbon Accounting Delivery (75%)

- Support data conversations and training sessions with businesses to provide education and scope their GHG Inventory, including consideration of Scope 3 emissions.
- Process business data efficiently and carefully to develop GHG inventories and Inventory Management Plans in line with the GHG Protocol Corporate Standard.
- Capture insights from business inventory data to help identify reduction opportunities in inventory reports.
- Maintain the GHG accounting methodology used by the Green Economy Canada network and annually update the network's list of approved emission factors.
- Manage and continue the evolution of Green Economy Canada's Excel-based carbon accounting tool, data collection tools, and GHG reduction calculation tools, incorporating stakeholder feedback.
- Train and assist Hub Managers in developing GHG Inventories with Green Economy Canada's tools and accepted methodology.
- Build Green Economy Canada's expertise in setting science-based targets based on the framework and guidance provided by the [Science-Based Targets Initiative](#).



## Strategy & Continuous Improvement (25%)

With the support of the Senior Data Manager:

- Develop and implement strategies to scale our carbon accounting capabilities so we can support more businesses and reduce inventory development time.
- Identify and test strategies to reduce barriers to business data collection and submission.
- Develop and implement processes to manage GHG Inventory workflows and communication with external stakeholders.
- Document procedures and regularly contribute to organizational knowledge management.

## What We Hope You Will Bring

- **Relevant work experience (5+ years) or accredited formal education** in carbon accounting and/or carbon mitigation. Has practical experience creating GHG Inventories in accordance with the World Resource Institute's GHG Protocol Corporate Standard, including consideration of scope 3 emissions. Knowledge of frameworks like science-based targets is considered a major asset, as is French language proficiency.
- **Advanced knowledge of Excel (e.g. INDEX & MATCH, VLOOKUP, IF AND), pivot tables, and Power Query is a requirement.** Knowledge of the principles of relational database design, SQL, and data visualization tools like Power BI and Tableau are considered major assets.
- **Strong critical-thinking and analytical skills with exceptional attention to detail.** You are adept at getting to the heart of a challenge and are goal and results-oriented in arriving at solutions.
- **Conscientious and organized** with an ability to effectively plan and manage multiple priorities, be proactive, and build trust that work is completed with quality and care.
- **Exceptional interpersonal skills**, with an ability to listen well and work collaboratively with team members to support a caring, productive, and positive work dynamic. You are comfortable working both independently and remotely, and collaborating regularly with a larger team.
- **Life-long learner** who values continuous improvement and can pick up new skills and technical knowledge quickly to further their growth and development.



- **Excitement for working in a growing and innovative non-profit with ambitious sustainability goals.** You enjoy having diverse but focused work, a flexible and evolving working environment, and opportunities to learn and grow alongside wonderful people.

## To Apply:

Please tell us a bit about your interest in this role and send a resume to Sam Fraser, Senior Data Manager, at [hr@greeneconomy.ca](mailto:hr@greeneconomy.ca). Interviews will be conducted on a rolling basis starting October 3, 2022, until the position is filled.

We sincerely thank all applicants, however, we will only be able to personally contact those who are selected for an interview. Please advise if you have any accommodation needs – we are committed to ensuring you can participate fully in the recruitment process.

*Green Economy Canada is an equal opportunity employer where a diverse mix of talented people do their best work because of, not in spite of, our differences. We are committed to providing an inclusive and welcoming environment for all staff, volunteers, members, subcontractors, and vendors in all our activities and operations, regardless of race, colour, religion (creed), gender identity, gender expression, age, national origin (ancestry), dis/ability, marital status, or sexual orientation.*

## What's it Like Working at Green Economy Canada?

At Green Economy Canada, we seek to blend the nimbleness and autonomy of a small team with the influence and opportunities afforded to a national network.

- We are bold, ambitious and optimistic. Our vision is for an economy that makes environmental sustainability, human well-being, and business success synonymous.
- We care about what we each accomplish, not where we work from or how many hours we put in.
- We want working together to feel effortless and the ways we work together to be intuitive.
- We embrace innovation: we're willing to take risks, we know we'll make mistakes along the way, and we push ourselves to apply what we learn each time. At Green Economy Canada, it's okay to fail.
- We have fun, enjoy working together, and laugh often.
- We're not satisfied with the status quo: we don't think "because that's how it's always been done" justifies a course of action. We challenge each other, think critically, and strive for objective decision-making.



## **Our Manifesto:**

**Now is the time to transform business-as-usual.** From the climate crisis to vast social inequalities, we know the status quo isn't working. Together, we can change this.

It takes all of us – every business and organization across Canada – to seize this moment. It's a matter of rethinking what we do and how we do it, and working together to make it a reality.

Green Economy Canada sees what's possible.

Our network is a place for leaders who are ready to challenge the status quo and make the transition to a vibrant and inclusive net-zero future.

It's a journey we will take with you.

It starts with listening and understanding what can be done differently. It means providing the guidance, tools, and connections to help you succeed. It accelerates when businesses, non-profits and governments join forces. And it ends with seeing how we can do more together than alone.

**So, join us, and let's make business better, together.**