Role title: ARO Research Project Co-ordinator
Location: USA
Reporting to: Stephen Greenslade, ARO Analyst
Start date: ASAP
Term: Permanent (subject to three-month probation period)

Organisation
Carbon Tracker Initiative ("CTI") is an independent financial think tank that carries out in-depth analysis on the impact of the energy transition on capital markets and the potential investment in high-cost, carbon-intensive fossil fuels. We believe that financial markets, regulators, investors and policymakers all have an urgent role to play in guiding the world to a climate-secure energy system. Carbon Tracker’s analysis of ‘unburnable carbon’, ‘stranded assets’, and ‘wasted capital’ has reframed the debate around climate change risk.

Team overview
Carbon Tracker Initiative Inc is a US charity that was established in 2017 and today has six team members. Activities of the US team include company research, investor outreach and press outreach. The Asset Retirement Obligations (ARO) research program is growing. Having recently secured additional funding for this work we are looking to hire a project coordinator.

This role would be ideal for someone in the early stages of their career who wants to learn about and work in the climate finance / climate research space. This job offers a broad range of experience and opportunities in both project management and research analysis.

ARO Program Description
Carbon Tracker Initiative’s ARO programme explains how the oil and gas industry is legally obliged to plug and abandon (P&A) wells and decommission infrastructure, but it has not set aside the resources to do so. We estimate that plugging 2.6 million documented onshore wells in the U.S. alone will cost $288 billion. A large portion of these unfunded clean-up obligations will likely become stranded liabilities as the energy transition progresses.

CTI’s analysis has explored the below questions regarding onshore P&A obligations in the US:

- How much will it cost my state to plug all of its oil and gas wells?
- How much will it cost my company to plug all of its oil and gas wells?
- What percentage of the plugging costs in my state are secured with some form of financial assurance?
- What is the overall picture for my state?
- Which companies have the largest liabilities?

Moving forward, CTI is expanding its analysis to offshore assets and to the international scale.

Role and Responsibilities

Project Co-ordination
- Assist the ARO team in producing research outputs by co-ordinating activities across all relevant stakeholders including employees, consultants and external partners
- Assist with defining requirements, scope and objectives
- Drive projects forward by keeping track of deadlines, arranging meetings, providing project status reports
- Monitor project progress and flag any issues arising to the team lead
- Maintain relevant project documentation
- Ensure collaboration and alignment across teams
- Creating and agreeing schedule of review with team lead
- Liaising with external consultants and partners when relevant

Research activities
- Research tasks such as policy/regulatory analysis, data collection, data analysis
- Conduct original source-based research, including data compilation from private databases
- Examine statutes and regulatory language, and parse key language relevant to oilfield decommissioning, AROs, and financial assurance.
- Support analysts with data collection and provide feedback to Executive Director North America
• Implement existing research ideas and help in building a pipeline of new work to be implemented in conjunction with consultants.
• Assist with data integrity and the delivery of the highest quality research, through adhering to quality control and production processes.

Required Experience and Attributes
• Passionate about climate change
• Organisational skills, including multitasking and time management
• Ability to work in a methodical way with meticulous attention to detail
• Excellent analytical, decision making, and problem-solving skills
• Can-do attitude, strong initiative
• Basic understanding of business and finance
• Data literate, comfortable with spreadsheets and data collection, familiar with analytical methods
• Strong interpersonal and team skills.
• Ability to apply discretion and confidentiality with sensitive company information
• Experience in professional services, finance, non-profit research, or other relevant role
• Ability to read and interpret statutes and regulations
• Experience using code to gather, manipulate, analyse, and/or visualize data (python, R)

Package
• USD $50,000 base salary dependent on experience,
• Discretionary bonus (up to 10%)
• Pension, health and dental benefits package

Applicant information
• Closing date for applications is 8th April 2022
• Please apply through our Careers page https://apply.workable.com/carbon-tracker/?lng=en
• Applications without a covering letter explaining why you have applied to work at Carbon Tracker will not be considered.
• Carbon Tracker can only consider candidates who are eligible to work in the USA
• We strive to ensure that opportunities to work and develop at Carbon Tracker are open to all. We welcome applications from all qualified applicants, regardless of age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sex, sexual orientation or any other equality characteristic