

Greenhouse Gas (GHG) Analyst

Company: Carbonzero (www.carbonzero.ca)

Location: Remote – Canada – Eastern Time Zone Preferred

Position Type: Full-Time

Experience Level: Junior / Intermediate (1 – 3 Years Exp.)

Salary Band: \$60,000 – \$75,000 + performance incentive program

Benefits: 5% Group RSP Match, Health Spending Account & Vacation Package

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About Carbonzero

Carbonzero has been helping businesses and organizations measure, manage, and mitigate their climate impacts for over 20 years. Trusted by more than one hundred corporate clients, our team of greenhouse gas (GHG) accounting and carbon offsetting experts brings deep technical experience to support organizations on every step of their climate strategy journey. Carbonzero is owned by Gitxaala Enterprises Corporation and is uniquely positioned as a 100% First Nations-owned climate solutions provider.

Position Overview

We are seeking a detail-oriented **GHG Analyst** to join our Advisory Services team. In this role, you will focus on the quantitative and technical execution of corporate greenhouse gas (GHG) accounting projects, Science Based Targets initiative (SBTi) alignment, CDP disclosure submissions, and broader sustainability consulting workflows.

Reporting to the **Vice President, Advisory Services**, you will collect data, build emissions calculation workbooks, engage with clients on calls and email, and assist in drafting key client deliverables. This position requires strong numerical literacy, familiarity with carbon accounting principles, and an eagerness to grow your technical consulting career within a collaborative, high-impact team.

Key Responsibilities

Advisory Services Projects

- Work under the support and direction of the VP, Advisory Services to execute day-to-day advisory deliverables and maintain project timelines.
- Perform GHG Inventory projects inclusive of data collection, data cleaning, and emissions calculations for client Scope 1, Scope 2, and Scope 3 GHG emission inventories.
- Draft technical reports, methodology briefs, and executive summaries for clients.
- Communicate with client point-of-contacts to retrieve missing data, resolve data discrepancies, and clarify calculation assumptions.

Client & Internal Collaboration

- Participate in client calls with the VP, Advisory Services and other senior leaders, taking notes, organizing action items, and presenting technical data findings when appropriate.
- Conduct email correspondence with clients and prospects.
- Stay up to date on evolving standards within the GHG Protocol, SBTi criteria, and CDP reporting requirements to support continuous process improvement within the team.

Qualifications & Experience

- **Experience:** Ideally, you have 1–3 years of progressive experience in environmental consulting, corporate sustainability, or carbon management. However, this is not a specific requirement if you have a demonstrated competence for complex data analysis and quantification.
- **Technical Expertise:** Fundamental understanding of the GHG Protocol Corporate Standard (Scope 1 and 2) and Scope 3 Value Chain Standard, as well as familiarity with SBTi methodologies and CDP questionnaires.
- **Data & Analytical Skills:** Advanced proficiency in Microsoft Excel and data management more broadly.
- **Communication Skills:** Clear written and verbal communication skills, with the ability to summarize technical data into structured reports and presentations.
- **Mindset:** An eager learner who takes initiative, accepts feedback well, and thrives in a supportive, but remote, team environment. Willing to travel to Toronto or a central Ontario city for team building events approximately twice per year.

Application Process:

Carbonzero is reviewing applications and intends to schedule interviews on an ongoing basis until this position is filled.

Please submit your resume and a cover letter/expression of interest via email to [careers \(at\) carbonzero.ca](mailto:careers@carbonzero.ca). Applications via the LinkedIn 'Apply' button are not monitored or reviewed. Interviews will be held remotely during Eastern Time Zone working hours, and we anticipate holding 1 – 2 interviews before extending an offer to the preferred candidate.

We greatly appreciate your interest in Carbonzero, however please note that only candidates selected for an interview will be contacted directly.

Equal Opportunity

Carbonzero is an equal-opportunity employer that encourages applications from qualified candidates of diverse backgrounds and experiences. Carbonzero is committed to uphold fair and inclusive hiring practices and does not discriminate on the basis of gender, race, ethnic origin, sexual orientation, gender identity or expression, marital or family status, disability or any other form of identity.

Should you require accommodation during the hiring process, we encourage candidates to state their accommodation requests in the email body of their application so they can be met.