

## Carbon Markets Research Coordinator (Consultant, 6 months)

### Forest Trends' Ecosystem Marketplace

This is a competitively sourced consultancy to support the Ecosystem Marketplace team with research coordination, analysis, and synthesis related to carbon markets.

### About Forest Trends & Ecosystem Marketplace

Forest Trends works to conserve forests and other ecosystems through the creation and wide adoption of environmental finance, markets and payment mechanisms. Ecosystem Marketplace, a Forest Trends initiative, has tracked carbon and ecosystem services markets since 2005. As a non-profit with no commercial stake in these markets, EM delivers credible, independent market intelligence that supports informed decision-making and market integrity. Forest Trends is an equal opportunity employer committed to diversity and inclusion in the workplace.

### Background

Ecosystem Marketplace (EM), a Forest Trends initiative, serves as the leading global source of information on environmental finance and carbon markets. EM operates the world's first globally recognized transparency platform for voluntary carbon market pricing data and insights, producing flagship research relied upon by project developers, buyers, investors, and policymakers worldwide.

We are seeking a detail-oriented, tech-savvy professional to support EM's carbon market research through survey respondent engagement, data management, and analysis support. This role offers exceptional professional development opportunities for early-career professionals interested in climate finance and carbon markets. You'll build direct relationships with carbon market practitioners, contribute to EM's widely-cited flagship reports, and have opportunities to represent EM at industry events (1-2 trips annually). Working alongside recognized carbon market experts, you'll gain hands-on experience with market research methodologies, data analysis, and stakeholder engagement in a growing field, with strong performers well-positioned for advancement as EM scales.

### Overview

- **Role:** Carbon Markets Research Coordinator (Consultant)
- **Duration:** Initial 6-month contract (March-August 2026)
- **Level of effort:** Approximately 70-80% FTE (~28-32 hours/week)
- **Compensation:** \$70/hour up to 32 hours per week for 6-month contract period
- **Location:** Remote or hybrid Washington DC.
- **Reports to:** Forest Trends Program Director; works closely with Senior Carbon Markets Analyst

## Scope of Work

The Carbon Markets Research Coordinator will produce data collection, cleaning, and analysis deliverables for EM's carbon market research publications. This role requires strong organizational abilities, attention to detail, and comfort working with spreadsheets and databases.

### Primary Responsibilities

#### **1. Survey Response Database for Annual Carbon Survey**

- Deliver validated dataset of ~200 project developer survey responses
- Execute email outreach campaign to project developer contact list using HubSpot
- Produce follow-up communication sequences to maximize response completion
- Resolve data quality issues through targeted respondent follow-up
- Document all respondent communications and inquiries in HubSpot system
- Deliver updated project developer contact database with current information

#### **2. Clean, Analysis-Ready Datasets**

- Produce validated survey datasets ready for statistical analysis following established protocols
- Execute carbon registry data crosswalk process to merge survey responses with Verra, Gold Standard, and other registry transaction data
- Deliver cleaned datasets with documented methodology and data quality notes
- Produce data validation reports flagging inconsistencies or gaps
- Create organized file structures and documentation for all datasets

#### **3. Quarterly Mini-Survey Datasets and Summaries**

- Execute data collection for 2-3 quarterly pulse surveys on VCM demand indicators
- Deliver cleaned survey datasets within 2 weeks of survey close
- Run analysis to produce descriptive statistics
- Create data summary tables and basic visualizations for report production and coordinate with design team on high-impact data visualizations
- Document survey sample characteristics and response patterns

#### 4. Communications and Outreach

- Collaborate on promotional and communications content with Forest Trends Communications team for report launches
- Deliver post-event metrics reports

#### Required Qualifications

##### Essential

- 4+ years professional experience in research support, data management, or related role
- Strong client relationship management skills - professional, responsive, organized
- Advanced Excel skills (pivot tables, VLOOKUP, data cleaning)
- Comfortable learning new software systems (HubSpot or similar CRM experience a strong plus)
- Excellent written communication skills for respondent correspondence
- Detail-oriented with strong quality control instincts
- Ability to manage multiple concurrent tasks and deadlines
- Self-directed work style suitable for remote environment

##### Preferred

- Familiarity with carbon markets, environmental finance, or sustainability research
- Basic data analysis skills (descriptive statistics, data visualization)
- Experience with Python, R, or similar scripting languages
- Prior survey research or data collection experience
- Exposure to Salesforce, HubSpot, or other CRM platforms
- Understanding of database management concepts

#### KEY MILESTONES & TIMELINE

##### Q1 2026 (February-March)

- Onboarding with EM team, systems, processes
- Complete HubSpot system setup and establish communication workflows
- Deliver Annual Carbon survey launch and initial outreach campaign (target 30% response rate by end Q1)
- Produce first round of data quality reports

### **Q2 2026 (April-June)**

- Execute intensive respondent follow-up campaign (target 60%+ final response rate)
- Deliver cleaned and validated survey dataset
- Execute registry data crosswalk process and deliver merged dataset
- Deliver Q2 quarterly mini-survey dataset and summary statistics
- Produce final analysis-ready dataset for State of VCM report
- Contribute to authoring State of VCM report

### **Q3 2026 (July-August)**

- Deliver Q3 quarterly mini-survey dataset and summary statistics
- Produce quarterly webinar logistics and promotional packages
- Deliver updated process documentation and system handoff materials
- Create post-project knowledge transfer documentation

### **Application process**

Interested candidates should submit a CV/resume highlighting relevant experience, a cover letter, and a brief example of written communication (email, memo, or short report) demonstrating client management/communication skills and/or experience in the field by February 2, 2026 to [cv@forest-trends.org](mailto:cv@forest-trends.org). Start date target is February 18 or earlier if available.