Job Posting:
Project Analyst for Synergy Enterprises

About Synergy Enterprises

At Synergy Enterprises, our mission is to empower climate action. Synergy helps companies measure and reduce their environmental impact, specializing in greenhouse gas (GHG) accounting, decarbonization strategies, and clean technology adoption. We focus on four core sectors: tourism, marine, aviation, and critical minerals. Our full-service programs help organizations measure their impact, set GHG reduction targets, engage stakeholders, implement solutions to reduce emissions, and communicate results.

We believe in using business as a force for good. We are proud of our hard-working, passionate team and our internal policies that support wellness, continuing education, and living true to our values. As we grow our team, we are looking for individuals who share those values.

Synergy Enterprises is committed to supporting Justice, Equity, Diversity, and Inclusion in the workplace. We are committed to equal employment opportunities regardless of race, color, ancestry, religion, gender, sexual orientation, ability, socio-economic status, or age.

For this position, we are looking for an experienced GHG project analyst who is passionate about climate action, sustainability & regenerative business. The successful candidate must have experience with completing complex GHG inventories and building decarbonization strategies, and knowledge of common GHG reporting standards including the GHG Protocol Corporate Standard.

Hiring Process

Please submit a cover letter & resume to operations@synergyenterprises.ca by November 20th, 2026.

A shortlist of applicants will be selected for an interview with our executive team. Some candidates may be asked to participate in a second interview. We will call references and notify interviewees of our decision by the end of the month.

November 20th – Posting Closes
November 16th - December 4th – Interviews
December Start – *Exact Date Flexible*

Job Description - Project Analyst

Title	**Project Analyst**
Location	Synergy Office: #500-765 Broughton St, Victoria, BC *Open to hybrid or remote within Canada*
Term	Full time permanent Standard 3 month probation
Hours & Salary	$37 - $44 per hour / $72,000 - $86,000 per year* 37.5 hours per week, 3 weeks paid vacation **Compensation will be based on previous experience and expertise*

Job Description

As a part of a diverse project team, the **Project Analyst** will be the subject matter expert for a range of carbon accounting and decarbonization projects. This role will involve research, data collection, analysis and data modeling, report writing and data visualization primarily for GHG inventories. Synergy has developed a series of proprietary tools to support our carbon accounting services, which the Project Analyst will use for calculation and modeling. The Project Analyst will also build custom calculation tools in Excel as needed, to process data as it is received from our clients, and to develop bespoke assessments.

Their responsibilities include:

- Lead the analysis of technically complex GHG inventories.
- Collect, organize, validate, and analyze activity data used in calculating GHG emissions.
- Assess data quality, identify gaps or inconsistencies, document assumptions, and recommend appropriate approaches for addressing limitations.
- Select and apply appropriate calculation methodologies, emission factors, estimation techniques, and data management practices.
- Develop emissions baselines, inventories, forecasts, and reduction scenarios.
- Prepare clear, accurate, and well-supported technical reports, calculation files, presentations, and data visualizations.
- Communicate technical findings, data requirements, assumptions, limitations, and recommendations in language appropriate for the client.
- Respond to technical client questions and participate in project meetings as required.
- Review calculations, analyses, and deliverables prepared by other technical team members for accuracy, consistency, and alignment with project requirements.

- Support project managers with scoping, work planning, quality control, and resolution of complex technical issues.
- Complete research and analysis for related climate, decarbonization, and emissions-reduction projects.

Skills/Competencies

- At least 3 years* work experience in carbon accounting and sustainability assessments
- Understands and can communicate corporate sustainability principles, especially the GHG Protocol Corporate Standard and Scope Three Standard
- Advanced Microsoft Excel skills; experience with programming languages such as Python, R and SQL is an asset
- Excellent written and verbal communication
- Strong Word & PowerPoint skills
- Enjoys problem solving & thinking strategically
- Accreditations not required, but considered an asset, include:
    - ISO 14001 Lead Auditor
    - ISO 14064 Lead GHG Verifier
    - Airport Carbon Accreditation (ACA) Verifier
    - IATA IEnvA Auditor
    - Green Marine External Verifier
    - TSM External Verifier
    - IFRS Credential

**work experience will be taken into consideration for job title and compensation*

Synergy Perks

- Benefits – Synergy covers 70% of the cost of benefits and has a program tailored to the needs of our growing team. Full-time employees are eligible for extended benefits after 3 months.
- Paid Volunteer Day – Each year, team members get one day paid to volunteer for a cause that is focused on sustainability or environmental conservation.
- Up to 40 hours of paid Professional Development time annually, plus a professional development budget that can be used for courses or conferences.
- 5 Paid Wellness/Sick Days - Each full-time staff is entitled to five paid wellness/sick days per year. These may be used at the team member's personal discretion and can be used to recover from illness, exhaustion, or to book healthcare appointments. The spirit of this policy is to have a 'take care of yourself day.'
- Flex Friday option - option to bank extra .5 hours per day and have every 3rd Friday off.
- Working from Home – Team members are encouraged to take advantage of our collaborative and focused office but may have the flexibility to work from home up to three days per week. Schedules to be set collaboratively with management.
- Unlimited Unpaid Vacation – A love of travel and continued pursuit of work-life balance has inspired Synergy to offer unlimited unpaid vacation. To respect project work timelines, extended vacation requests to be considered at least 3 months in advance.

Synergy's Values

- **Open-Mindedness** - We approach every conversation and challenge with curiosity, empathy, and a genuine desire to understand. We believe everyone has something valuable to contribute.
- **Integrity** - We follow through on our commitments and lead with honesty, accountability, and transparency to build lasting trust.
- **Curiosity and Creativity** - We approach work with a proactive mindset, optimism, and courage.
- **Empowerment & Leadership**- We build leadership in others by sharing knowledge, creating space, and championing growth; for our team, our clients, and our partners.
- **Win-Win Solutions** - We drive climate action by designing solutions that create value for both businesses and the planet.
- **Collective Wellbeing** - We thrive together by nurturing a culture of trust, support, fulfillment, and genuine care in which all team members, peers, and partners feel valued and empowered.