

EMPLOYMENT OPPORTUNITY: NECEC POLICY ASSOCIATE

NECEC (The Northeast Clean Energy Council) is a regional non-profit clean energy business, policy, and innovation organization whose mission is to create a world-class clean energy hub delivering global impact with economic, energy, and environmental solutions. NECEC helps clean energy companies start, scale, and succeed with our unique business, innovation, and policy leadership.

NECEC is committed to diversity, equity, and inclusion. We embrace a broad range of perspectives that will make our organization stronger and our work more just. We will continuously look inward at our own culture to make sure we're reaching our goal of promoting these values. And, as the voice of the Northeast clean energy industry, NECEC will work with our members and community to embed these values across the industry. We are dedicated to securing a just transition to a clean economy, one that corrects the disproportionate impacts of climate change and secures a better future for all. This is the path to a prosperous clean energy future that benefits all communities.

This is a rare opportunity to shape just and equitable clean energy policy across the region while gaining invaluable advocacy and analytical experience. NECEC is seeking a Policy Associate to play a key role on its Policy and Government Affairs team working on legislative and regulatory efforts across our seven-state region of New York and New England. Reporting directly to the Vice President of Policy and Government Affairs and interfacing regularly with NECEC management, member companies and public officials, the Policy Associate will be responsible for leading multiple NECEC policy development and policy advocacy efforts across the Northeast at the state and regional level. The Policy Associate will be called on to speak and write persuasively on a wide variety of subject matters, be a central repository of knowledge across multiple jurisdictions, and develop close relationships with other stakeholders.

Responsibilities include, but are not limited to:

- Drafting of memoranda, legislative testimony, and regulatory filings based on analysis and input from membership and other stakeholders
- Ensuring justice and equity are considerations in all policy advocacy activities
- Literature review, policy research, and data analysis to inform direct advocacy efforts
- Regulatory and legislative bill tracking and preparation of summary reports
- Briefings on emerging policy topics and distillation/synthesis of membership positions
- Creation and maintenance of databases on clean energy developments and trends, ongoing monitoring of industry activity
- Communications and logistical support to the Policy Committee and related working groups, including inquiries from policymakers and media
- Responding to requests for information from member companies promptly and accurately
- Development of presentations, meeting materials, and member newsletters
- Managing complex coalitions effectively and professionally
- Supporting NECEC's president and vice president in preparing public testimony, remarks, and presentations
- Support to the Policy Team, including coordination of meetings, event-planning and outreach, scheduling, lobbying registrations, and other support as needed
- Occasional travel is required; primarily in New England/New York area.

QUALIFICATIONS

Qualified candidates should have a degree in economics, political science, environmental or energy policy, environmental justice, business or engineering or a related field and at least 3 years of experience in the energy/environmental industry. The ideal candidate has experience and/or knowledge regarding policies related to decarbonization of buildings and electricity network, transmission and distribution planning, and retail and wholesale energy markets. An advanced degree can substitute for 1-2 years of experience. Candidates should also be able to demonstrate:

- Excellent written and oral communications skills, including strong editorial abilities
- Skill in presentation composition, communication technology and engaging diverse audiences.
- Relevant professional experience in a clean energy- or advocacy-oriented role
- Impeccable analytical and technical capabilities, with close attention to detail
- Ability to work independently, with initial guidance
- Strong organizational and time management skills
- Ability to tackle and prioritize multiple assignments simultaneously
- Flexible and adaptable demeanor in fast-paced settings
- Willingness to work on administrative tasks as needed to support a small team
- Proficiency in Word, Excel, PowerPoint, and Google Suite (Gmail, Groups, Drive, etc.)

Preferred qualifications include:

- Experience in roles in a legislative office/committee or at a relevant executive agency (energy office, public utilities commission, etc.)
- Experience in policy/advocacy roles with a nonprofit or private firm
- Familiarity with large coalitions and working with many parties on a day-to-day basis
- Familiarity with clean energy technologies/policies; quantitative/data-analysis skills preferred

Please send your resume and cover letter explaining how your skills will support NECEC's Policy and Government Affairs activities to

<https://www.applicantpro.com/openings/northeastcleanenergycouncil/jobs>.

NECEC is an equal opportunity employer, and seeks to recruit, hire, and provide opportunities for advancement without regard to race, color, creed, religion, sex, pregnancy, age, national origin or ancestry, physical or mental disability, gender, gender identity and expression, sexual orientation, genetic information, marital or civil union status, military service, citizenship, or any other characteristics and traits protected under applicable federal, state or local law. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.