

# MEEA Position Announcement

## *Policy Associate - Legislative and Regulatory Affairs*

### Organization Overview

**Mission:** The Midwest Energy Efficiency Alliance (MEEA) is a collaborative network, promoting energy efficiency to optimize energy generation and reduce consumption, create jobs and decrease carbon emissions in all Midwest communities.

**Vision:** MEEA seeks an achievable pathway for all people and communities in the Midwest to receive the economic, environmental and societal benefits of energy efficiency and the larger clean energy economy.

At MEEA, we leverage our expertise to be the Midwest's leading resource for our members, allies, policymakers and the broader sector to promote energy efficiency as the essential pathway to achieve a clean, affordable, equitable and sustainable future. We see energy efficiency as the least-cost foundation of the clean energy economy, creating immediate energy savings, providing career pathways, reducing emissions, improving new and existing buildings and boosting Midwest business and industries. MEEA develops connections and engagement opportunities for a diverse group of organizations to collaboratively create practical solutions. MEEA serves as a technical resource, promotes program and policy best practices and highlights emerging technologies, all to maximize energy savings, reduce costs, improve resiliency and lower energy burden.

### Position Summary

The Policy Associate will play an integral role in advancing MEEA's policy activities at the local, state and regional levels. The primary tasks of the role are legislative and regulatory tracking, as well as assistance on policy projects. The Policy Associate will report to MEEA's Senior Policy Manager. The Policy Associate will be responsible for the following:

- Tracking regulatory and policy developments in MEEA's 13-state region
- Establishing/developing subject-matter expertise and leadership
- Coordinating educational and outreach events to increase awareness and understanding of energy policy and the role of energy efficiency
- Developing fact sheets, policy memos, testimony, public comments, white papers and other advocacy materials
- Conducting outreach and education to policymakers and other stakeholders to convey the economic and environmental value of energy efficiency
- Analyzing the connections between energy efficiency and states' decarbonization, equity and economic goals
- Researching energy efficiency and adjacent subject areas for white papers, data visualization and more
- Coordinating with other areas of MEEA, including Building Codes & Standards; Membership & External Relations; and Market Solutions & Education
- Establishing and maintaining relationships – both internally and externally – that advance MEEA's mission
- Writing articles, blog posts and use social media to promote MEEA's mission
- Data entry and organization for MEEA's research projects

- Administrative tasks, including organizing webinars, updating the website, contributing to newsletters and completing internal reporting

## Qualifications

The successful candidate will be expected to have the following qualifications:

- Passion for policy advocacy, plus a strong interest in energy and environmental issues
- Bachelor's degree in public policy, political science, environmental policy or a related field
- Two years of work experience in public policy and knowledge of the energy industry preferred
- History of strong project management experience with proven success with meeting deadlines and the ability to adapt to shifting priorities
- Strong facilitation and coalition building skills among diverse stakeholders
- Strong oral and written presentation skills
- Proficiency in Microsoft Office
- Ability to work as a member of a team in a hybrid work model
- Ability to travel up to 20% of the time

## Compensation

The Policy Associate position starting salary is \$50,000. Compensation for selected candidate will be commensurate with experience. MEEA offers a competitive employment benefits package.

## Location

Civic Opera Building  
20 N Wacker Dr., Suite 1301  
Chicago, IL 60606

This position is hybrid, with staff expected to reside in the Chicago area. Currently, MEEA staff are in the office three days a week and work remotely the other two days.

## To Apply

Please submit cover letter and resume to [jobs@mwalliance.org](mailto:jobs@mwalliance.org) with subject "Policy Associate" by **Friday, December 15, 2023**.

Candidates who do not submit both items will not be considered. Candidates considered for interviews may be asked to provide writing samples and/or references. No phone calls please.

MEEA is an equal opportunity employer and is committed to a policy of nondiscrimination with regard to race, sex, gender, color, age, religion, creed, class, sexual orientation, national origin and disability.