

# MEEA Position Announcement

## *Policy Associate – Stakeholder Engagement*

### 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 and promotes program and policy best practices and highlight emerging technologies, all to maximize energy savings, reduce costs, improve resiliency and lower energy burden.

### Position Summary

The Policy Associate plays an integral role in advancing MEEA's policy activities, stakeholder engagement and outreach efforts at the local, state and regional levels. The Policy Associate will be responsible for the following:

- Engaging with stakeholders in local communities including community-based organizations, local businesses and industries, local and state government and advocates to increase awareness and convey the economic and environmental value of energy efficiency
- Assisting on local environmental justice efforts, specifically projects including low-income, under-served and energy-burdened communities across the Midwest
- Analyzing the connections between energy efficiency and states' decarbonization, equity and economic goals
- Establishing/developing subject-matter expertise and/or leadership
- Tracking regulatory and policy developments in MEEA's 13-state region and help disseminate this information through MEEA's policy newsletter
- Coordinating with other areas of MEEA, including Buildings; Membership, Marketing & Events; and Market Solutions & Education
- Establishing and maintaining relationships – both internally and externally – that advance MEEA's mission
- Developing fact sheets, policy memos, testimony, public comments, white papers and other advocacy materials, as needed
- 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, newsletter and completing internal reporting

The Policy Associate will report to MEEA's Policy Manager.

## Qualifications

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

- Passion for policy advocacy and engagement, plus a strong interest in energy and environmental issues
- B.A. or B.S. in public policy, sociology, environmental policy or a related field
- Minimum 2 – 3 years of work experience in public policy, stakeholder engagement or advocacy required, with knowledge of the energy industry preferred
- Experience working with local campaigns or community-based initiatives
- Experience in developing and maintaining partnerships, coalitions and collaborations
- Facilitation and coalition building skills among diverse stakeholders preferred
- History of strong project management experience with proven success with meeting deadlines and the ability to adapt to shifting priorities
- Strong oral and written presentation skills
- Ability to work as a member of a team in a hybrid work model
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, etc.)
- Ability to travel up to 20% of the time, once MEEA resumes work travel

## Compensation

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

## Location

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

## To Apply

Submit cover letter and resume to [jobs@mwalliance.org](mailto:jobs@mwalliance.org) with Subject: "Policy Associate-Stakeholder Engagement" by **Friday, September 30, 2022**.

Candidates who do not submit both items will not be considered. Candidates considered for interviews may be asked to provide writing samples and 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.