

MEEA Position Announcement

Policy Associate

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 the Midwest Energy Efficiency Alliance (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 at the local, state and regional levels. The Policy Associate will be responsible for the following:

- Coordinating educational and outreach events to increase awareness and understanding of energy policy and the role of energy efficiency
- Analyzing the connections between energy efficiency and states' decarbonization, equity, and economic goals
- Conducting outreach and education to policymakers and other stakeholders to convey the economic and environmental value of energy efficiency
- 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, and Programs
- 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 and completing internal reporting

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

Qualifications

- Passion for policy advocacy, plus a strong interest in energy efficiency and environmental issues
- B.A. or B.S. in public policy, political science, environmental policy or a related field; advanced degree preferred
- Minimum 2 years of work experience in public policy required, with knowledge of the energy industry preferred
- History of strong project management experience with proven success with meeting deadlines and the ability of adapt to shifting priorities
- Strong facilitation and coalition building skills among diverse stakeholders
- Strong oral and written presentation skills
- Ability to work as a member of a team in a small-office environment
- Proficiency in Microsoft Office
- Ability to travel up to 20% of the time, once MEEA resumes work travel

Compensation

The starting Policy Associate position salary range is \$40,000 - \$42,000, commensurate with experience and education.

MEEA offers a competitive employment benefits package.

Location

This position may begin remotely, but individual will be expected to transition with the rest of the MEEA staff to in-office work when that takes place.

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

To Apply

Submit cover letter and resume to jobs@mwalliance.org with Subject: "Policy Associate" by July 12, 2021.

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.