



**Center for Energy
and Environment**

Employment Opportunity: Energy Efficiency Policy Associate

May 12, 2010

Center for Energy and Environment (CEE) is a non-profit that works to promote the responsible and efficient use of natural and economic resources through research, program implementation and policy advocacy. CEE is Minnesota's leading independent provider of energy efficiency programs, which helps inform its role as the state's foremost advocate for sound energy efficiency policies. It has implemented efficiency programs in partnership with utilities, private corporations, neighborhood organizations, municipalities and public agencies for over twenty-five years. CEE's portfolio of expanding programs and existing staff of leading energy efficiency practitioners offer an excellent growth opportunity for new staff.

The Center is seeking a talented and highly motivated individual to assist in furthering CEE's policy agenda in legislative and regulatory forums, as well as support its programs.

Responsibilities

- Work directly under the supervision of the Program and Policy Manager to perform a variety of tasks in support of CEE policy and program work
- Track regulatory proceedings and research and prepare comments to further CEE's agenda under the guidance of the Program and Policy Manager
- Help implement CEE's legislative agenda, including tracking legislative bills
- Work with external stakeholders and represent CEE in a variety of policy forums
- Organize meetings and provide other logistical support for CEE policy team
- Research and prepare reports, policy briefs, articles, e-newsletters and other written material
- Manage administrative responsibilities, including grant reporting and contract management
- Support specific projects in support of CEE's efficiency programs, such as helping to develop a building energy labeling system

Qualifications

- Excellent verbal and written communication skills
- Proven knowledge of and experience with energy efficiency issues and projects required
- Excellent quantitative skills and ability to work with and interpret complex data systems
- Advanced degree in a related endeavor a plus
- Project implementation experience a plus
- Attention to detail and ability to identify problems and develop solutions
- Highly productive with use of time, including excellent time-management and organizational skills
- Basic computer and keyboard competency
- Minimum of three years work experience in a related endeavor

Compensation

Full-time position with benefits. Compensation competitive and commensurate with qualifications.

To Apply

Send cover letter and resume to policy_associate_position@mncee.org ; or send by mail to: Center for Energy and Environment, Attn: Amanda Keith, 212 3rd Avenue North, Suite 560, Minneapolis, MN 55401. Applications may not be accepted after June 4th.