



## COMMUNITY CLIMATE COLLABORATIVE

[www.theclimatecollaborative.org](http://www.theclimatecollaborative.org)

### Climate Policy Analyst

The Community Climate Collaborative (C3) is dedicated to creating equitable, carbon-neutral communities. Working across Virginia, C3 partners with businesses, nonprofits, and local governments to combat climate change through expert-driven, evidence-based planning and innovative programs. C3's mission is to catalyze community-level climate action that not only reduces climate pollution but also transforms local systems, ensuring an equitable transition to a clean economy. By integrating technical, policy, and communications expertise, C3 strengthens the broader climate movement while addressing the diverse needs of all community members.

C3, a non-profit organization headquartered in Charlottesville, VA, seeks a dynamic, highly motivated, full-time Climate Policy Analyst. This position will be a key component of C3's policy team and will join us at a critical juncture. They will be instrumental in supporting C3 to maintain and replicate its successful single-community model of engagement and action in multiple communities across Virginia.

### Overview

C3 is seeking an individual with a strong interest in climate solutions, climate justice, transit, energy equity, renewable energy, energy efficiency, location efficiency, and other related areas. The ideal candidate should be creative, thorough, and solution-oriented. The Climate Policy Analyst will be primarily responsible for collaborating on C3's policy analysis, design, and advocacy efforts. Additional duties include data collection, data entry, data analysis, proofreading, and report writing.

The Community Climate Collaborative values diversity and encourages applications from women, people of color, persons with disabilities, and LGBTQ individuals. Climate justice work is strongest with input from a diversity of backgrounds and lived experiences.

### Reports To

This position reports to the Director of Climate Policy and will work collaboratively with all policy team members to plan campaigns, develop communications strategies, and identify opportunities to advance climate action.

### Responsibilities

- Conduct comprehensive research and analysis to assess environmental policies, regulations, and legislation.
- Review policy documents, scientific literature, and data to understand objectives and potential impacts.
- Collect, compile, and analyze data on environmental issues, trends, and policy outcomes from diverse sources.
- Draft policy proposals, recommendations, and legislative language based on research and stakeholder input.
- Assess the environmental, social, economic, and health impacts of policy measures.
- Identify risks, trade-offs, and mitigation measures for policy decisions.
- Monitor policy implementation and evaluate effectiveness over time.
- Track key performance indicators and collect stakeholder feedback for evaluation.
- Identify opportunities for policy improvement and recommend adjustments based on evaluation results.
- Undertake research and analysis of climate policy literature (with a focus on local policies);
- Identify and assess well-established climate solutions, as well as cutting-edge ones;
- Deliver policy-relevant analyses and research by writing reports, policy briefings, white papers, social media posts, op-eds, and other informational materials;
- Prepare technical presentations in a creative and friendly manner;
- Assist with other miscellaneous program tasks and manage intern(s) and/or volunteer(s).

## Key Skills

- Proficiency in Microsoft Office applications, especially Excel, for data analysis, report writing, and administrative tasks.
- Strong research, analytical, and writing skills for policy analysis, synthesizing information, and effective communication.
- Demonstrated reliability and accountability in meeting project deadlines and delivering results.
- Highly organized, detail-oriented, and self-motivated approach to managing tasks and addressing project needs.
- Knowledge of GIS and/or statistical software enhances data analysis capabilities for understanding environmental trends.
- Critical thinking to identify challenges, evaluate complex information, and inform policy analysis and decision-making.
- Problem-solving to develop innovative solutions and achieve project objectives.
- Adaptability to adjust strategies and approaches in response to changing circumstances.
- Familiarity with data visualization for presenting information visually to enhance understanding.
- Comfort in engaging with diverse individuals and/or communities to gain input and perspective into policy research.

## Qualifications

- Bachelor's degree or equivalent work experience in a climate-related field such as public policy studies, environmental management, social sciences, law, economics, or a related discipline.
- Proficiency in key aspects of climate change and its sector-specific policies.
- Strong analytical skills and experience working with quantitative and qualitative data.
- Working experience in fields related to climate, energy, or transportation policy.
- Experience in project management and coordination.

## Conditions

- Application Deadline: July 5th, 2024.
- Starting date: July-August 2024. Negotiable if relocating.
- Location: Charlottesville, Virginia, USA (this is a hybrid position).

## Compensation & Benefits

- Salary range is \$60,000 - \$65,000.
- Health & Dental Insurance: 100% Coverage for Employees, 50% Coverage for Family.
- Paid time off every year: 20 days of vacation, 12 sick and wellness days, and 11 paid holidays.
- Yearly professional development allowance.
- Generous Retirement Plan and Life & Disability Insurance Benefits.

To apply, please send a cover letter, resume, and salary requirements to [info@theclimatecollaborative.org](mailto:info@theclimatecollaborative.org) with "Climate Policy Analyst - Application" as the subject line.

## Inclusivity Statement

At C3, we are committed to fostering equity, ensuring fairness in our hiring process, and providing equal opportunity for all candidates. We recognize the systemic barriers that disadvantage members of our community. That is why we value the skills and expertise gained through work experience and recognize that it can be equivalent to or even surpass formal education. We encourage candidates with relevant work experience to apply, even if they do not meet the specific educational requirements outlined in the qualifications section. We believe in assessing candidates based on their demonstrated knowledge, skills, and abilities that align with the position.

As an organization, we are committed to the principles of diversity, equity, inclusion, and justice. As such, C3 is an equal opportunity employer and does not discriminate against any applicant or employee based on race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, or any other basis protected by applicable federal, state, or local laws. To the best of our abilities, accommodations will be made to enable individuals with disabilities to perform essential functions.