Washington Representative, Climate & Energy Program
Washington, DC Office

The Position
Under direction of the Director of Government Affairs, plan, coordinate, and participate in advocacy efforts in support of UCS’s national climate and energy policy agenda. Provide support for campaigns aimed at achieving policy goals. Advocate UCS climate and energy policy agenda with Congress, the Executive Branch, non-governmental organizations and business groups; represent UCS before media and public; participate in the development of policy positions. Work with other organizations on coordinated lobbying and organizing strategies, including representing UCS at coalition meetings; help identify and cultivate a network of key surrogates that can influence priority policy-makers. Collaborate with members of clean vehicles team and other programs and departments as needed; potentially supervise interns or other staff and occasional consultants.

Responsibilities
• Support and lead advocacy efforts related to UCS’s national climate and energy policy agenda.
• Participate in planning and strategy sessions for UCS's cross-programmatic climate and energy agenda and help develop and implement campaign strategy for cross-program climate and energy policy.
• Establish and maintain effective working relationships with congressional representatives, committees, and their staff, administration and agency officials, and advocates from allied organizations.
• Monitor bill progress and assist in producing desired legislative and regulatory outcomes. Write and edit materials for use on the Hill.
• Contribute to ongoing effort to recruit individuals to influence key decisionmakers and help achieve UCS policy goals. Help develop and implement strategy to attract new and diverse voices to UCS campaigns.
• Work with experts and program staff to respond to Hill requests for scientific information and policy design proposals on climate and energy issues.
• Coordinating with the relevant Washington Representatives and outreach
staff, help plan and participate in lobby days, hill briefings and other education and outreach activities.

- Represent and present on behalf of UCS at public events and conferences; with key NGO’s and in coalitions.
- Write testimony, fact sheets, briefing papers, speeches, presentations, and other advocacy material.
- In consultation with UCS media staff, conduct interviews with media representatives; draft, write or contribute to press releases, op-eds, letters to the editor, and blogs.
- Maintain working knowledge of general climate and clean energy policy issues and legislation.
- As needed, provide input to the Outreach Committee to help coordinate grasstops activities and utilization of UCS resources and infrastructure.
- Serve on the internal legislative group, the Lobby Caucus and help coordinate advocacy activities and issue campaign needs with other UCS staff.
- Contribute to foundation proposals and reports.

Qualifications and experience
Position requires knowledge of effective issue campaign development, an understanding of advocacy campaigns and the legislative process, including advocacy techniques, legislative strategy, as well as familiarity with the relevant Congressional committees and the decision-making process of the executive branch of the federal government. Working knowledge of energy and climate policy is strongly preferred, as are skills in public speaking and written communication. A bachelor’s degree is required, with advanced degree in related field desirable. Training or experience in supervision and project management is also desirable. Proficiency in word processing and database software is required.

Work requires a minimum of five years of comparable experience to include campaign planning, legislative process, advocacy skills, and an understanding of political organizing and planning/strategy development at the federal or state level. A prerequisite for this position is proven advocacy and communication skills and experience working either in Congress or for NGOs working to influence governmental decision-making. Substantive expertise in climate and clean energy issues, as well as experience working in congress and/or the administration strongly preferred. Up to one year of on-the-job training is needed to become familiar with UCS organization,
philosophy, programs and constituencies. Success and experience in utilizing Social Media.

Little or no exertion. May need to occasionally lift and carry boxes of supplies or publications. May spend extended periods out of the office. Some extended periods at a computer workstation. Some late hours and/or weekends may be required in connection with events or critical deadlines. May supervise interns or other staff or occasional consultants as appropriate. Up to ten percent travel required.

At UCS, comparable training and/or experience can be substituted for degrees when appropriate.

UCS is an equal opportunity employer continually seeking to diversify its staff particularly to broaden opportunities for individuals from demographic groups that are historically underrepresented in the sciences and in environmental advocacy. UCS is committed to building a workplace culture where talented people of widely diverse backgrounds can thrive. We've adopted this commitment because we believe the inclusion of culturally diverse perspectives will improve our work and produce better societal and environmental outcomes for all, including historically disenfranchised communities. We are actively seeking candidates who bring diversity of background and perspective to join us in this work.

Compensation, Hours and Location: This is a full-time position based in UCS’s Washington, DC office. For candidates who meet all position requirements, the salary would be in the high $60s. UCS offers excellent benefits and a rewarding work environment.

To Apply: Please submit a cover letter, resume, writing sample, salary requirements, how you learned about the position via email to jobs@ucsusa.org and include “C&E Washington Representative” in the subject line. Email materials in Word or PDF format only. No phone calls please. Deadline: Oct. 12, 2015 or until filled.