



RISING SUN ENERGY CENTER

2998 San Pablo Avenue, Berkeley, CA 94702 | www.risingsunenergy.org | Tel: 510.665.1501 | Fax: 510.665.1502

JOB DESCRIPTION: POLICY ASSOCIATE

Rising Sun Energy Center is hiring a mission-driven Policy Associate to work towards our goal of being a catalyst for social and environmental systems change by engaging in a transformative policy platform. The Policy Associate researches, analyzes, and tracks workforce and environmental policy, primarily at the state and local levels; helps to develop and implement Rising Sun's policy agenda; presents at hearings, workshops, and conferences; and engages staff, program alumni, and partners in our advocacy work.

The Policy Associate reports directly to the Director of Development and Marketing and is a key member of a committed, enthusiastic, and driven team that works to make a significant and lasting impact in the lives of thousands of people every year.

The position is based in Berkeley, CA (may consider Sacramento, CA), and requires some travel.

A successful Policy Associate...

- Brings a demonstrated commitment to racial and economic equity, environmental justice, and climate resilience
- Has at least two years of direct experience in legislative and/or regulatory advocacy and policy work
- Possesses a working knowledge of workforce development, environmental justice, energy efficiency, and/or climate issues
- Enjoys and excels at conducting rigorous research and analysis
- Has an enthusiasm for public speaking and interpersonal communication
- Communicates effectively both verbally and in writing to a variety of audiences; equally comfortable working with technical experts, policymakers, and the public
- Knows when to be patient, firm, and diplomatic as the situation requires
- Is energetic, creative, and tenacious when motivating others to take action
- Skilled at analyzing complex issues, summarizing and drawing conclusions, making recommendations, and communicating to others in a clear way
- Has demonstrated ability to build meaningful relationships with partners and stakeholders
- Demonstrates strong writing skills with a high level of attention to detail
- Is a quick learner who can both take initiative and take direction
- Actively works to grow professionally and help others do the same
- Thinks on his or her feet in a nuanced, changing environment
- Demonstrates resilience, maturity, and compassion

The Policy Associate is responsible for...

- Researching, analyzing, and tracking policy, regulations, and issues related to Rising Sun’s programs and mission
- Identifying, articulating, and visibly advocating for Rising Sun’s policy positions and agenda related to workforce development, energy efficiency, economic equity, and climate resilience
- Identifying, developing, and nurturing relationships with partners, ally organizations, policymakers, funders, and program alumni; participating in and building coalitions as needed
- Developing and distributing legislative and/or regulatory briefings, public comments, fact sheets, support letters, and other tools to educate policymakers and the public on issues relevant to Rising Sun’s mission
- Serving as spokesperson on relevant policy issues and representing Rising Sun at a variety of public events and forums
- Engaging staff and program alumni in advocacy work, including but not limited to providing teach-ins for staff and participants/alumni around relevant policy issues, best practices in nonprofit advocacy, and legislative/regulatory processes
- Serving as a resource for policymakers and regulatory agencies on issues related to workforce development and climate resilience
- Developing metrics to evaluate the effectiveness of Rising Sun’s policy efforts
- Identifying funding to support Rising Sun’s policy work and tracking government funding opportunities
- Partner with the Senior Management team to inform our policy work, educate Management on relevant issues, and position Rising Sun as a thought leader in our field
- Other policy- and advocacy-related tasks as identified

To work for us, you must...

(We’re serious; no matter how much we like you, we simply cannot consider you for this position if you don’t meet the following:)

- Have a car, valid driver’s license, and insurance
- Able to work flexible hours – occasional evenings and weekends

It’s a big plus if you...

- Have direct experience in legislative and/or regulatory advocacy around workforce development, environmental justice, and/or climate policy
- Are familiar with policymaking and the legislative process in California and Sacramento
- Have existing relationships with California legislators, legislative staff, analysts, and/or policy experts
- Have experience fundraising and/or grant-writing
- Are bilingual in Spanish

About Rising Sun...

Rising Sun is a premier nonprofit organization working at the intersection of economic equality and climate resilience in the greater California Bay Area since 1994. Our California Youth Energy Services (CYES) program employs local youth to provide free residential energy and water efficiency installation and education services, or Green House Calls, and operates in six Bay Area and Central Valley counties.

Our Green Energy Training Services (GETS) program provides pre-apprenticeship training, case management, and job placement to prepare low-income adults who experience barriers to employment for careers in construction, energy efficiency, solar, and the building trades. We are formally entering the advocacy arena as trusted program implementers in order to achieve broader systems change.

About our culture...

We are mission-driven and work hard because we care deeply about what we do. We like working with each other and we like to make work fun. We like to try new things and encourage each other to find unique and unconventional ways to tackle tough problems. We celebrate every birthday, eat a lot of dessert together, and recycle the same birthday candles until they're gone. There's usually at least one dog hanging around the office, and sometimes a staff member's kid or two as well. We want people to grow. We like to promote from within and build each other up, but we also like to bring in new ideas and different perspectives. We're looking forward to meeting you and hearing about how you can contribute to making Rising Sun a great place to work.

You might also be wondering about pay and benefits...

This is an exempt, full-time, salaried position. Salary is commensurate with experience and competitive with other nonprofit organizations. Rising Sun offers a competitive benefits package that includes paid time off, personal, and parental leave, access to a 403b retirement plan, and work-from-home options. Rising Sun covers 100% of employee medical, dental, vision, and life insurance premiums, and covers 50% of the premiums for dependents.

Ready to apply?

Please email your resume, cover letter, and three professional references to Julia Hatton at hatton@risingsunenergy.org, and include "Policy Associate" in the subject line.

RISING SUN IS AN EQUAL OPPORTUNITY EMPLOYER

Rising Sun is committed to diversity and considers all applicants for all positions without regard to color, ethnic background, religion, sex, gender, sexual orientation, national origin, age, and disability status. EOE/AA/Women and Minorities are encouraged to apply.

For more information about Rising Sun, please visit www.risingsunenergy.org