



Clean Virginia

2024 Legislative Policy Fellowship (Winter/Spring)

Clean Virginia is an independent and bipartisan advocacy organization with an associated Political Action Committee that wants Virginians to pay fair prices for clean, renewable energy and believes that a more ethical and transparent state government is key to achieving that goal. The Clean Virginia team is motivated by a vision of Virginia in which power is distributed more equitably so that all Virginians benefit from a government and energy system that prioritizes people and the planet over corporate monopoly profit.

Clean Virginia works towards this vision in three ways:

1. Engage the public about the harmful impacts of corruption in Virginia and organize communities to promote good governance and energy reform.
2. Conduct innovative research to advance the next generation of energy policy in Virginia.
3. Support Delegates, State Senators, and candidates for Virginia's General Assembly and Executive Branch who share a principled stance of refusing contributions from publicly regulated utility monopolies through Clean Virginia Fund, Clean Virginia's Political Action Committee.

About Us: We are a small team of dedicated people headquartered in Charlottesville, Virginia. We are a highly collaborative staff, and we lean on the collective experience, knowledge, and skills of our team and cultivate interpersonal trust and open communication. Clean Virginia believes a staff that reflects the Commonwealth's diversity is central to our organizational goals of advancing clean governance and an equitable clean energy transition in Virginia. We are committed to 1) building an inclusive team at Clean Virginia in which diversity is deeply appreciated for its ability to strengthen teams, 2) fostering a welcoming work environment in which everyone feels safe, respected, and valued, and 3) offering equitable employment policies and benefits.

Job Description

Legislative Policy Fellowship (Winter/Spring)

The Legislative Policy Fellow will assist Clean Virginia's lobbying efforts during the 2024 General Assembly Session on energy and good governance policy. The incumbent will gain first-hand experience with every aspect of Virginia's legislative session and how advocacy organizations work to shape policy in the public interest. This position reports directly to Clean Virginia's Legislative Director and will work closely with Clean Virginia's Energy Policy Manager prior to and during the 2024 legislative session.

The General Assembly session begins on January 10 and runs through March 9, with the possibility the session can be extended beyond the allotted 60 days. The Legislative Policy Fellow will work full-time for 12 weeks from January 3 to March 27 or part-time for 24 weeks from January 3 to June 19, 2024, depending on availability. The fellow will be based in Richmond, Virginia and must be available from 8am-1pm Monday through Thursday during the General Assembly session. Work outside of these hours can be done remotely.

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Duties and responsibilities

- Support the lobbying efforts of Clean Virginia in the preparation of daily lobbying materials. Materials include current talking points and fact sheets on legislative priorities and relevant news articles or graphics that support the policy outcomes advocated by the organization.
- Support and conduct policy research on multiple legislative reform topics including the clean energy transition, energy demand, affordability, and reliability, campaign finance reform, and ethics in government.
- Support the writing and fact-checking of legislative talking points, memos, issue briefs, and short reports for multiple audiences, including Clean Virginia colleagues and partner organizations.
- Help track legislation through the process, using bill tracking software.
- Join Clean Virginia strategy sessions and check-ins (as needed) in order to track and meet the needs of staff lobbyists.
- Ensure Clean Virginia's values of equity, diversity, and inclusion are centered in our research, policy materials, and related content.
- Perform other duties as assigned.

Preferred Qualifications

- Recent graduate of an undergraduate or graduate program of a relevant discipline; current enrollment in the last year of an undergraduate program or current enrollment in a master's degree program of a relevant discipline (e.g., environmental science, political science, public policy, economics, etc.).
- Strong research, writing, and editing skills.
- Ability to work independently and take ownership of projects and assignments.
- Strong interpersonal skills and attention to detail.
- Interest in good governance, energy policy or the regulation of utility monopolies.

Application Instructions: **To apply, please submit a cover letter and resume to dan@cleanvirginia.org with the subject "Legislative Policy Fellowship 2024". We're accepting applications on a rolling basis until the position is filled.**

Clean Virginia is committed to a just, representative, and inclusive working environment and encourages people of color, women, persons with disabilities, and persons who are LGBTQ to apply.

Compensation/benefits

- \$19/hour
- 90% of monthly health insurance coverage (only available for full-time)
- \$75 monthly personal device reimbursement
- Paid holidays