



Clean Virginia

Job Description: Legislative Fellow

Clean Virginia is an independent and bipartisan advocacy organization with an associated Political Action Committee. We are working toward a Virginia where clean, affordable, and reliable energy is accessible to all, and where elected officials are accountable to the communities they serve. We believe in a government where the public interest has the biggest voice in our policy process and political system—not special interests or corporate monopoly utilities.

Clean Virginia is working toward this vision in three ways. We:

1. Work with a broad movement to engage the public about the harmful impacts of corruption in Virginia and organize communities to promote good governance and energy reform.
2. Engage in 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 Fellow

Clean Virginia is seeking a highly motivated and detail-oriented Legislative Fellow to join our team for the duration of the 2026 Virginia General Assembly session. The fellow will provide crucial support to our legislative team by conducting research and analysis on key policy issues related to energy and good governance. This is a full-time position that offers a unique opportunity to gain hands-on experience in the legislative process and contribute to meaningful policy development in Virginia. Because of the nature of the

legislative process, this position requires a willingness to work outside of traditional hours on occasion. The Legislative Fellow will report to the Deputy Director for Strategy and Governance, and work closely with Clean Virginia's policy team.

Timeline: January-late March or early April 2026. This position runs for at least 12 weeks during the Virginia General Assembly session. The person may be able to begin in late December, but must be available in-person by January 5.

Location: This position is primarily in-person in Richmond, Virginia, with the opportunity for some remote work days.

Duties and Responsibilities

- **Policy Research:** Conduct research and analysis on energy policy and good governance issues as they emerge during the 2026 legislative session.
- **Legislative Tracking:** Monitor and track relevant legislation, amendments, committee meetings, and legislative actions.
- **Briefing Materials:** Prepare memos, summaries, and briefing documents for multiple audiences, including the Clean Virginia legislative team, legislators, and partner organizations.
- **Team Support:** Assist with various tasks to support the legislative team, including attending legislative hearings and stakeholder meetings.
- **Equity:** Ensure Clean Virginia's strategic imperative of equity, justice, and inclusion is included in legislative efforts.
- **Flexibility:** Perform other duties as assigned.

Preferred Qualifications

- **Education:** Undergraduate or graduate degree in a relevant discipline, or current enrollment in the last year of an undergraduate program or in a graduate degree program of a relevant discipline.
- **Strong Research and Analytical Skills:** Demonstrated ability to research complex topics and synthesize information into clear, concise reports.
- **Excellent Communication:** Strong written and verbal communication skills are essential for this role.
- **Interest in Policy:** A genuine interest in Virginia's legislative process and in policy issues related to energy and/or good governance.
- **Commitment:** Must be available to work full-time in Richmond, Virginia, for the entire duration of the General Assembly session.
- **Professionalism:** The ideal candidate will be reliable, adaptable, and able to work effectively in a fast-paced environment.

Application Instructions: Please submit a resume, cover letter, and three references by filling out [this form](#). Please reach out to the hiring team if you need accommodations to complete the application process. We will not contact references until later in the hiring process, and not without your permission. Applications will be accepted until **October 15, 2025**, with screening interviews to follow soon after. Please direct any questions to hiring@cleanvirginia.org.

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

Compensation is \$25 an hour with 90% of monthly health insurance coverage for full-time staff, \$75 monthly personal device reimbursement, eight hours of paid sick leave, and workers' compensation.