



Organization: Conservative Climate Foundation
Position Title: Congressional Policy Fellow
Location: Washington, D.C.

Organization Overview

The Conservative Climate Foundation (CCF)'s mission is to engage and inform the public and policymakers about reducing global and domestic emissions with common sense, economic and environmentally sustainable strategies, and solutions based on conservative principles.

CCF produces an annual series of educational and networking events in conjunction with U.S. House Conservative Climate Caucus (CCC) Members, select U.S. Senate working groups on climate, Congressional staff, and additional public entities throughout the year. These events, held within the Washington, D.C. area and various national and international locales, are geared towards the education of stakeholders and provide a forum for discussing global and domestic climate strategies based on conservative principles. These events are funded through annual support from private sector contributions and grants.

Job Summary

CCF is looking to sponsor a Congressional Policy Fellow – an early-to-mid-career individual interested in an educational opportunity to work temporarily in United States Congress. This individual will be placed in a congressional office and be expected to pursue educational opportunities to broaden their portfolio and capabilities.

This position works collaboratively on a diverse set of projects. The Fellow will collect and assess data, contribute to written products such as policy briefs and research papers, build relationships with private sector and academic partners to inform policy analysis, and participate in federal policy maker education.

This is a temporary one-year fellowship and will be employed with CCF. Based on performance and operational openings, fellows may be considered for continued employment within CCF or within our network of stakeholders past one year, if mutually agreeable.

Job tasks include, but are not limited to...

- Attend meetings and briefings in the energy and environment portfolio
- Conduct research and draft memos on policy and industry trends
- Assist with Committee hearings, bill drafting, and legislative research as needed
- Research and draft caucus newsletter, highlighting caucus events and relevant policy

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- Assist with hosting and organizing the Caucus' educational events for members of Congress and staff
- Assist in recruiting new members to the Conservative Climate Caucus by coordinating with respective staff, record keeping, and research
- Assist with Committee hearings/markups and legislative efforts as needed

Qualifications

- College degree preferred
- 2+ years of experience in a related field (policy portfolio on Capitol Hill or in an Administration; project development, etc.)
- Prior exposure to Capitol Hill preferred
- Strong writing and analytical skills
- Individual must be knowledgeable of current policy issues and have a thorough understanding of the legislative process
- Communicate complex ideas clearly, simply and convincingly, internally and externally to both technical and non-technical audiences

Compensation & Benefits

- Competitive salary commensurate with experience
- Comprehensive health, dental, life, disability insurance and 401(k)

To apply, please send your resume to info@rightonclimate.org.

At CCF, we value a diverse and inclusive workforce. We believe our team is the key to making an impact and fulfilling our mission. CCF is an equal opportunity employer. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.

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