



2705 E. Burnside St Suite 112
Portland, OR 97214

Tele 503.284.6827
Fax 503.284.9403
www.communityenergyproject.org

POSITION DESCRIPTION

| | |
|---------------------|--|
| ABOUT | Community Energy Project (CEP) is an independent nonprofit that delivers DIY workshops and free home energy repairs and efficiency upgrades to income qualifying individuals, seniors, and people with disabilities. |
| MISSION | Community Energy Project believes that everyone deserves a safe, healthy, and efficient home, regardless of income. |
| TITLE | Policy and Advocacy Manager |
| COMPENSATION | \$66,500 to \$75,000 annually, (full-time, exempt) paid sick and vacation; health insurance fully paid; employer retirement contribution. |
| REPORTS TO | Program Director |
| APPLY BY | Send Resume and Cover letter to Donovan James donovan@communityenergyproject.org by 9am March 13, 2024 |

POSITION SUMMARY

The Policy and Advocacy Manager will further develop CEP's advocacy and policy program focused on energy justice, decarbonization, and green and healthy homes. CEP's advocacy program works in legislative, regulatory and rule making areas. We directly work with the Oregon Public Utility Commission, utilities, state, county and city agencies and other policy arenas. CEP works frequently with other environmental justice stakeholders around rulemaking, bills, and program design with a strong equity lens for frontline communities. CEP provides a unique perspective in the advocacy arena as an agency that serves low-income Oregonians directly through education, efficiency upgrades, repairs, and more. They will draft policy documents and public comments, and speak publicly.

The Manager will oversee the Climate Justice Associate and will work with staff across all departments in order to gain technical knowledge, engage with clients, work on outreach, and more.

ESSENTIAL RESPONSIBILITIES

Advocacy & Policy Development

1. Manage development and updating of CEP advocacy policies and priorities
2. Research and track policy issues in energy justice, decarbonization, green and healthy homes, and write policy positions
3. Lead effort to set yearly policy agenda with other staff and board



COMMUNITY ENERGY PROJECT

Empowering People – One Home at a Time

2705 E. Burnside St Suite 112
Portland, OR 97214

Tele 503.284.6827
Fax 503.284.9403
www.communityenergyproject.org

4. Draft CEP public comments, letters and other communications
5. Represent CEP in advocacy efforts with partners, stakeholders and government agencies
6. Manage overall advocacy efforts including a yearly work plan, coordination between team members and across departments.
7. Build and maintain relationships with partner organizations, community members, elected officials and other decision-makers.

Management

1. Manage the Climate Justice Associate
 - a. Annual performance evaluations, disciplinary actions, personnel changes, etc.
2. Work with directors to make strategic recommendations about program expansion
3. Ensure reports for programs are written and submitted
4. Take part in fundraising for the program such as drafting proposals, meeting with donors and developing program ideas

Internal and External Engagement

1. Leading and participating in stakeholder sessions with environmental justice organizations and energy policy advocates
2. Working cross-departmentally with other teams
 - a. Write copy for advocacy communications and marketing materials
 - b. Learn technical information on topics such as energy efficiency
 - c. Engage directly with clients
3. Develop and implement community engagement opportunities such as listening sessions, surveys, client interviews, etc.

QUALIFICATIONS and REQUIREMENTS

1. Minimum Bachelor's Degree required, and five years' experience in a nonprofit setting.
2. Personnel management experience preferred.
3. Prior experience in public policy or advocacy development. Work in energy policy, environmental policy or climate policy is required.
4. Public Utility Commission, regulatory, or legislative experience desired.
5. Strong writing and editing skills for policy papers, public comments, and communications.
6. Motivated and analytical self-starter who is highly organized, creative, and solutions-oriented.
7. Strong administrative skills and attention to details.
8. First-rate critical thinking, problem solving, and time management skills are an absolute must
9. Excellent interpersonal skills—able to manage and communicate effectively with diverse individuals and groups of people in a variety of manners.
10. Experience working with Google Suite, Microsoft Excel, Word, and PowerPoint.
11. Presentation and/or facilitation skills are required.
12. Strong interest in environmental & social justice issues and community development.



2705 E. Burnside St Suite 112
Portland, OR 97214

Tele 503.284.6827
Fax 503.284.9403
www.communityenergyproject.org

13. Demonstrated personal or professional experience with culturally-informed services to diverse and traditionally underserved groups (e.g. BIPOC, LGBTQIA+, low-income) is highly desirable.

Statement of Inclusion: Community Energy Project is an Equal Opportunity Employer. Community Energy Project values and operates by a policy of inclusion, providing equal opportunity to all persons regardless of their protected status, including race, color, creed, religion, sex, age, national origin, marital status, sexual orientation, gender identity, disability, and/or any other class determined by law.

Benefits: CEP is proud to offer a robust benefits package that includes paying 100% of the monthly premium for employee-only health care coverage. CEP also matches up to 3% of the employee's contribution to their 403 (b). We offer 10 days of vacation time off per year, 12 days of sick time per year, 11 days of paid time off for nationally recognized holidays, as well as paid days between Christmas and New Years Eve. Eight weeks paid sabbatical at six years.

To Apply: Send resume and cover letter to Donovan James at donovan@communityenergyproject.org by 9 am on May 13th, 2024.