



VIRGINIA CLIMATE EQUITY POLICY FELLOWSHIP: POSITION DESCRIPTION

ABOUT Climate Equity Working Group

The Virginia [Climate Equity Working Group \(CEWG\)](#) is an equity-focused coalition of six community groups advancing climate justice statewide in Virginia. CEWG is looking for a Climate Equity Policy Fellow to support the coalition's powerful, proactive agenda for equitable, just, and transformative climate solutions in Virginia.

POSITION SUMMARY

CEWG is seeking a highly organized, thoughtful, detail-oriented **Climate Equity Policy Fellow** to join the team, participating in a 1-year Climate Equity Policy Fellowship program.

The primary goal of the Fellow position is to provide policy support and advocacy while receiving training, mentoring, and coaching opportunities through formal programming aimed to develop expertise in equitable climate and clean energy policy and leadership.

The Climate Equity Working Group is embarking on its first year of collective policy advocacy, after seasons of grassroots outreach, grassroots consultation, and research. The ideal candidate for this role will contribute established legislative relationships and experience lobbying Virginia's legislature as they lead our inaugural policy campaign.

A successful Policy Fellow will be an advocate with a vision of energy and climate policy solutions that are community-centered and equitable. This candidate is passionate about justice and has demonstrated the ability to work collaboratively and create authentic partnerships with groups representing diverse communities. The ideal candidate will have a balance of community-based organizing principles, research and writing skills, and hands-on experience in molding successful policy solutions and guiding their success through direct lobbying. A foundational understanding of environmental justice issues, including lived experience, is crucial.

CEWG's Policy Fellow will be the primary staff lead for the coalition's 2024 legislative agenda. As such, the Policy Fellow will be required to work onsite daily in the General Assembly building in Richmond from approximately January to March 2024. The schedule during the legislative session will vary and may include work outside of weekday business hours.

This position will report to CEWG's Coalition Manager with additional support from the CEWG member hosting this position, Virginia Organizing.

Fellowship Program Dates: December 2, 2024 - December 1, 2025

PRIMARY RESPONSIBILITIES

Policy Development & Advocacy, including grassroots and grassroots engagement, research, legislative relationship-building, and direct lobbying.

- Support the organization's existing goals and campaigns

- Foster relationships with both state and national grasstop partners
- Call on established legislative relationships and direct lobbying efforts
- Collaborate with coalition members to advance successful campaigns
- Contribute to local and regulatory actions that promote equitable climate solutions
- Craft technical comments, public testimony, policy memos, and communications pieces in support of the organization's goals
- Attend relevant hearings, committee meetings, community gatherings, and other similar events, and provide expert input, as needed
- Conduct research and policy analysis to support advocacy efforts
- Facilitate meetings with community, government, and business leaders to drive advocacy forward and foster relationships with climate equity champions
- Lead the organization's onsite and virtual operations during the legislative session, including bill tracking, legislator meetings, committee participation, coordination with grassroots and grasstop partners, and facilitation of communication needs
- Support the development of toolkits, presentations, case studies, and other collateral to help allies and partners in advancing policy efforts.
- Draft legislation in response to policy priorities elevated by CEWG and the communities it supports

Leadership & Professional Development

- Participate in all cohort meetings, retreats, site visits, as well as all leadership development and skills-based workshops
- Participate in training related to the Climate Equity Policy Fellowship program
- Provide input and feedback through regular meetings with the Equity Fund
- Learn unique leadership style, values, vision, and purpose through self-reflection exercises, goal-setting activities, and mentorship
- Bring lived experience, innovative ideas, and diversity of perspective to the working group and organizational conversations
- Provide support to working group members and engage in regular communications and collaboration to form solid working partnerships
- Learn key public policy advocacy tactics to support work plan objectives

REQUIREMENTS

- Cultural competence, commitment to equity, and proven ability to build diverse, equitable, and inclusive solutions, including policy priorities
- Demonstrated capacity for a solid policy or legal analysis, both written and verbal, as well as formal and informal mediums
- Demonstrated hands-on experience with direct lobbying to legislators and legislative staff
- Proficiency using Virginia's Legislative Information System (LIS)
- Proficiency navigating the Virginia legislature's operations and structure
- Capacity to work at home, somewhere in Virginia, with the ability to work onsite daily in the General Assembly building in Richmond from approximately January to March 2024
- Capacity to potentially work outside of weekday business hours during the January to March 2024 legislative session

LIMITATIONS AND DISCLAIMER

The above job description describes the general nature and level of work expected and is not an exhaustive list of all responsibilities, duties, and skills required. The team member may be required to perform duties outside of their everyday responsibilities from time to time, as needed.

COMPENSATION AND BENEFITS

The target starting salary for this position is \$50,000 - \$55,000 per year, commensurate with experience. The CEWG member hosting this position, Virginia Organizing, offers a comprehensive employee benefits package, including full health, dental, vision, and childcare benefits, in addition to paid vacation, sick, parental, and family leave.

HOW TO APPLY

To apply, please email a resume and one-page cover letter to lauren.landis@virginia-organizing.org. The final day to apply is October 18, 2024. CEWG seeks to fill the position by November 15, 2024.

HIRING STATEMENT

CEWG is committed to attracting, developing, and retaining exceptional people and to creating a work environment that is dynamic, rewarding, and enables each of us to realize our potential. CEWG and Virginia Organizing's work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.