



## California Council for Environmental and Economic Balance

101 Mission Street, Suite 1440, San Francisco, California 94105  
415-512-7890 phone, 415-512-7897 fax, [www.cceeb.org](http://www.cceeb.org)

### CCEEB Associate

#### The Role

CCEEB seeks an Associate to join our regulatory policy team. The ideal candidate will work closely with executive staff, project managers, and CCEEB members to develop strategic environmental policy initiatives and advance the interests and priorities of the membership in state and local agency proceedings. The Associate will also aid legislative advocacy teams in policy analysis and communications.

CCEEB works across all environmental media, but the primary focus of the Associate's duties will be on air quality, climate change, energy, transportation, toxics, and environmental justice. Preference will be given to candidates with proven experience and expertise in these areas.

#### Duties

- Track development of proposed rules, plans, and policies; review technical documents and rulemaking packages; analyze implications and present findings to CCEEB project teams and members.
- Provide focused research and technical analysis of policy issues related to agency activity.
- Assist in the preparation of written comments and provide public testimony at agency proceedings, including board hearings, work groups, advisory committees, and workshops. Represent CCEEB and its membership effectively and persuasively.
- Assist with project management; coordinate tasks, schedules, and outreach to members and external stakeholders.
- Prepare and update CCEEB external communications, as needed.
- Assist with agenda planning, speaker selection, and other support for CCEEB annual conferences and special events, including legislative briefings.

#### Qualifications

- Degree in public policy, political science, economics, physical or environmental science, engineering, or a related field. Preference given to those with graduate work or advanced degrees.
- Demonstrated interest in California public policy, advocacy, and environmental issues. Preference given to those with a proven track record of results working on environmental policy issues.
- Strong written, oral, and interpersonal skills; highly organized and able to multi-task.
- Demonstrated ability to analyze and communicate technical policy proposals.
- Ability to work well with others in a team setting to meet shared objectives.

## **About CCEEB**

Founded in 1973, the California Council for Environmental and Economic Balance (CCEEB) is a non-profit, non-partisan, 501(c)(4) organization whose mission is to advance policies that improve the environment and protect public health, while maintaining a strong economy.

CCEEB is governed by a board of directors comprised of business, labor, and public leaders who are committed to a collaborative process to develop consensus on innovative policy solutions.

CCEEB manages its work through a series of issue-focused projects and task forces. These include:

Air Project (ARB and Legislature)

Climate Change Project (ARB and Legislature)

Water Chemistry and Waste Project (SWRCB, DTSC, CUPAs, and Legislature)

Bay Area Project (BAAQMD)

South Coast Air Project (SCAQMD)

Natural Resources Task Force (CDFW)

Water Quality Task Force (SWRCB and regional water boards)

Transportation Energy Task Force (ARB, CEC, and CPUC)

## **Salary and Benefits**

Salary is competitive and based upon experience. Comprehensive benefits package provided, including health care and 401K retirement plan. CCEEB is headquartered in San Francisco; the Associate may work remotely and frequent travel to San Francisco, Sacramento, and the South Coast region is required.

## **How to Apply**

To apply, please email [search@cceeb.org](mailto:search@cceeb.org) with the subject line as your last name plus – Associate (e.g. “LAST NAME – Associate”). Applications must include the following materials in PDF format: (1) cover letter, (2) resume, and (3) at least one writing sample (approx. 2-3 pages).

We’re seeking to fill this position immediately and applications will be reviewed as received. Qualified candidates will be contacted to schedule a phone and/or video interview.

More information on CCEEB is available online at [www.cceeb.org](http://www.cceeb.org).