



## California Council for Environmental and Economic Balance

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### Senior Policy Advocate Position Description

The California Council for Environmental and Economic Balance (CCEEB) seeks a **Senior Policy Advocate**. The senior policy advocate will work in close partnership with the president and policy and communications director on overseeing and implementing regulatory policy initiatives and agency advocacy for the Council. While CCEEB works across all environmental media, the ideal candidate will have experience in air quality, climate change, energy, transportation, toxics, and/or environmental justice issues.

The senior policy advocate will develop and maintain governmental, political, industry, community, and NGO networks within California. The senior policy advocate should have proven experience working with coalitions and facilitating consensus, including leading technical discussions among policy experts with different and at times competing interests. The senior policy advocate will have the ability to analyze environmental policy, with a thorough understanding of agency authorities, rulemaking processes, and public participation procedures in California.

CCEEB's advocacy work is organized into projects specific to each policy issue area. As part of this position, the senior policy advocate will lead one or more of the CCEEB projects, with responsibility for project management, project member engagement, comment letter and testimony development, and delivery of positive outcomes. The senior policy advocate will also work in close coordination with other project teams and CCEEB legislative advocates to ensure that positions across the organization are consistent and reflect the Council's core values and principles.

This position requires excellent written, verbal, and public presentation skills and the ability to produce results, both as a leader and a member of a team. The ideal candidate will have the ability to multi-task and prioritize in a very dynamic, ambiguous, and fast-paced environment. A successful candidate will be a poised public speaker with previous public testimony and political engagement experience. The candidate will be able and willing to advocate on highly visible issues of significant importance to the public, elected officials, and CCEEB members. Some travel within California is required.

#### Qualifications

- Relevant legislative and/or regulatory experience with a minimum of seven years of proven and verifiable success. Preferred candidates will have expertise and advocacy experience related to the Clean Air Act, state and local air toxics law, and environmental permitting. However, experience working in other jurisdictions will be acceptable for candidates with proven environmental policy backgrounds.

- Ability to manage issue-based, member-driven projects, including development of work plans, meeting agendas, and advocacy strategies. As project manager, the policy advocate will be responsible for organizing and leading monthly meetings of members; presenting technical analysis and synthesizing input and direction from members across a wide range of issues and proceedings; developing all internal and external communications for the project, and representing CCEEB in public work groups, workshops, advisory groups, and agency hearings; and engaging agency decision makers and other thought leaders in a productive and respectful manner that achieves results.
- CCEEB works with a variety of stakeholders including environmental and environmental justice advocates, business leaders, trade associations, and labor organizations. Successful candidates must be able to positively engage and build lasting relationships with all stakeholders.
- Degree in public policy, political science, economics, physical or environmental science, engineering, urban planning or a related field is highly preferred. The senior policy advocate must be able to author comment letters, sometimes technical, on topics of relevance to CCEEB.

### **Desired Characteristics**

- Ability to engage and recruit new partners and members, as well as provide a high level of member services for existing members. Preference will be given to those with existing relationships with labor organizations, environmental organizations, and/or companies working within the energy, transportation, or goods movement sectors.
- Experience facilitating large meetings and events, including agenda development and speaker selection. CCEEB typically hosts two weeklong policy conferences each year. The senior policy advocate will be required to attend both events and play a leadership role in panel discussions. Because of the intensive preparation involved, vacation leave is strongly discouraged from June through mid-July.

### **About CCEEB**

Founded in 1973, the California Council for Environmental and Economic Balance (CCEEB) is a non-profit, non-partisan, 501(c)(4) coalition 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 staff are asked to promote this culture of collaboration, consensus, and solutions-oriented effort into their everyday work.

CCEEB manages its work through a series of issue-focused, member-driven 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, and this is a hybrid position. Some travel within California is required.

## **How to Apply**

To apply, please email [search@cceb.org](mailto:search@cceb.org) with the subject line as your last name plus – Senior Policy Advocate (e.g. “LAST NAME – Senior Policy Advocate”). Applications must include the following materials in PDF format: (1) cover letter, (2) resume, (3) two writing samples (approx. 2-3 pages), and (4) three references.

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

CCEEB is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all.

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