



JOB POSTING: POLICY SPECIALIST

About MEC

Created in 1980 to lead Michigan's environmental movement, the Michigan Environmental Council (MEC) is a coalition of more than 60 organizations with offices in Lansing and Detroit. MEC combines deep environmental policy expertise, close connections to state and federal decision-makers and relationships with broad alliances to achieve positive public policy solutions to our most challenging environmental issues.

Position

Michigan Environmental Council seeks a Policy Specialist to coordinate and support MEC efforts to defend Michigan's environment by shaping policy decisions made in the State Capitol. With a primary focus on energy policy, the Policy Specialist will also assist other MEC policy areas and initiatives in a limited fashion as needed. Reporting directly to the Policy Director and working under daily supervision of the Program Director for energy, the Policy Specialist will support advocacy campaigns to advance MEC's priorities around climate change, clean energy, and zero emission transportation. ,

This position conducts research, analyzes policy proposals, educates decision makers on policy priorities and organizational positions, and leads projects to develop and advocate for MEC priority policies. An ideal candidate will utilize a range of skills and relationships to strengthen Michigan's economic resilience in the face of climate change, fuel price uncertainty, pollution-related health impacts, and other challenges linked to our energy system. This position will be based in MEC's Lansing, Michigan, headquarters and a significant portion of this position involves directly interfacing with elected officials and government staff.

This is an entry level position where the employee will learn skills and gather experience in issue advocacy and clean energy and transportation policy expertise leading to career options such as Engagement Director, Program Director and Policy Director.

Responsibilities

General Duties

- Support MEC programs and projects related to state policy development.
- Analyze environmental policy proposals (both legislative and executive branch) and monitor their progress through state decision-making processes.

- Educate policymakers and staff about environmental concerns and priorities.
- Work with external consultants and partners to align strategies and goals.
- Generate research and advocacy reports.

Energy Program

- Support the Program Director for energy and assist in the effort to advance policies that mitigate climate change by reducing emissions from the transportation sector and accelerating Michigan's transition to clean energy.
- Assist with MEC's engagement in stakeholder efforts at the Michigan Public Service Commission and in utility cases.
- Promote strong administrative action on renewables, efficiency, climate change, and electric vehicles.
- Inform state policy in the areas of climate change mitigation, electric vehicles, small-scale solar, data access, and renewable siting.
- Educate current and future leaders about the economic and environmental importance of clean, renewable energy and energy efficiency.
- Work with communications team to generate and provide content on clean energy and other policy topics for MEC's newsletter, website and other publications.

Minimum Qualifications

- A bachelor's degree in public policy, political science, natural resources or similar field.
- Strong communications, interpersonal relationship and teamwork skills.
- A proven strong work-ethic and willingness to go the extra mile.
- Proficiency with Microsoft Office Suite and Google (GSuite)
- Ability to work well independently and as part of a team; meet deadlines; and balance multiple tasks.
- Experience or aptitude working in diverse coalitions, alliances or other groups.

Preferred Qualifications

- One to three years' experience in legislative analysis, policy or political advocacy or other nonprofit work.
- Aptitude for and interest in politics and environmental public policy.
- Professional demeanor, sense of humor and positive attitude.
- Solid grasp of current issues related to energy and familiarity with environmental issues and expertise in one or more of MEC's core program areas.

Other Position Notes

- The successful candidate for this position will become a registered lobbyist.
- This position is based in Lansing and requires occasional travel to other locations in Michigan and nationally. Some telecommuting is possible.
- This position requires occasional work outside normal hours, including evenings and weekends.

Compensation Package

MEC provides staff with an industry-leading compensation package. The Policy Specialist position includes a salary of \$30,000 - \$39,000 commensurate with experience; full medical, dental and vision benefits; organizational matching to a 403(b) retirement program and unlimited paid time off.

Application Process

Submit a single PDF with 1) a strong, detailed cover letter, 2) a resume, and 3) at least three references to jobs@environmentalcouncil.org. Include "Policy Specialist" in the subject line. Incomplete submissions will not be reviewed. Please direct questions about the job description to Policy Director Sean Hammond at sean@environmentalcouncil.org. Application review will begin December 3 and continue until the position is filled.