

CLEARPATH

ClearPath | 518 C Street NE Suite 300 | Washington, DC | 20002

Organization: ClearPath
Position Title: Government Affairs Associate
Location: Washington, DC

Organization Overview

ClearPath's mission is to develop and advance policies that accelerate breakthrough innovations that reduce emissions in the energy and industrial sectors. To advance that mission, we develop cutting-edge policy and messaging, educate policymakers, and collaborate with academics and industry. Started in 2014 by entrepreneur Jay Faison, ClearPath engages in the direct education of policy makers within the White House, Congress, Executive Agencies, and regulators like the Federal Energy Regulatory Commission (FERC).

ClearPath team members believe in small government, free markets, and American entrepreneurship. Those principles form the basis for how the team analyzes proposed clean energy and climate policy.

Job Summary

ClearPath's Government Affairs Associate will focus on project management and administration for the Managing Director of Government Affairs - Chris Tomassi, but will support the entire GA team. The GA associate will develop and execute strategies to help the team run at the highest operational efficiencies. This person will interact with the broader ClearPath team to support the mission. The Government Affairs Associate will directly report to the Managing Director of Government Affairs - Chris Tomassi.

- Participate in meetings with members of the Government Affairs team, synthesize notes and coordinate action items and follow up across the entire organization. Track and maintain that all action items are executed.
- Work in coordination with the team on ClearPath's engagement in the Congressional Appropriations process. This will include composing formal communications to congressional staff including correspondence and memos.
- Help logistically set up, strategize on engagement, and participate in educational events for Senate Members and generate memos and briefs for the ClearPath team ahead of the events.
- Support the GA team in creating presentations materials, background briefs, thank you letters, memos and other written communications.

- Track and analyze congressional hearings, briefings and other relevant events and lead coordination with the Policy Team. Update the team with relevant notes, questions, etc.
- Be the main point of project management and coordination for the Government Affairs team making sure all items are logistically sound- for example managing ensuring that our entire target audience is included in upcoming events.
- Maintain and strategically improve Salesforce CRM database audience lists.
- Build, update, and track clean energy projects by congressional districts and states.
- Assist with the submission of lobbying disclosures and other compliance reporting as needed.
- Monitor internal editorial calendar to flag relevant content for GA to share with Congress and other external stakeholders for engagement on key priorities. Coordinate lists and content for distribution to various relevant audiences.
- Support External Affairs team in execution for upcoming events hosted and sponsored by ClearPath, including compiling guest lists, draft invitations, checking guests in/out, setting-up, flagging compliance or related ethics items, etc.

Preferred Qualifications

- Two or more years of experience in a related field-- government relations, public policy, federal agency, Capitol Hill, clean energy.
- Bachelor's degree or equivalent experience.
- Comfort with technology, ability and willingness to quickly learn new systems.
- Excellent communicator, including strong writing skills.
- Proficient in Microsoft Office Suite and Google equivalents.
- Ability and willingness to work nontraditional hours based on events.
- A professional and personal commitment to ClearPath's mission.

Capabilities

- Service Focus – Place emphasis on creating team and guest loyalty by continually enhancing the office experience. Capacity to identify and understand the needs of the team, manage expectations, and prioritize meeting and exceeding those needs.
- Accountability – Take responsibility for your own performance and accept full ownership of issues, problems, and opportunities, regardless of the source.
- Composure and Resiliency – Ability to deal effectively with pressure, maintain focus and intensity, and remain optimistic and persistent, even under adversity. Ability and propensity to recover quickly from setbacks, rejections, and conflicts and to maintain self-control in the face of challenges.
- Professionalism – Set high standards and serve as role models for work performance, ethical conduct, and respect for others. Consistently conduct yourself in a manner that is aligned with ClearPath values and within the guidelines and best practices of office management.
- Time Management – Focus on completing all work tasks in a timely manner, while remaining responsive enough to react to competing demands and shifting priorities.

Able to manage multiple responsibilities while being organized, keeping on top of important time-sensitive tasks, and performing all work accurately.

- Communicating – Provide the information required by others in a concise, direct, and unambiguous way.

Values

- Teamwork: Be fun, fast, collaborative, and supportive.
- Dedication: Be here because you want to change the world.
- Ownership: Think and act like an owner.
- Adaptability: Be humble and agile.
- Integrity: Believe individual and organizational credibility is everything.
- Curiosity: Voracious learner eager to engage with the substantive details of our work.

Compensation & Benefits

- Competitive salary commensurate with experience
- Annual bonus, historically awarded
- Paid professional development opportunities
- Comprehensive health, dental, vision, life, and disability insurance
- Retirement Benefit offering an employer matching contribution of employee contributions \$1 for \$1 on the first 5% of pay you contribute
- No vacation policy - take what you need whenever workflow allows
- Fully stocked office kitchen in newly renovated building on Capitol Hill

Please send resume to Andrea Steiner at steiner@clearpath.org

At ClearPath, we value a diverse and inclusive workforce. We believe our team is the key to making an impact and fulfilling our mission. ClearPath is an equal opportunity employer. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.