



## **JOB OPPORTUNITY – DEPUTY POLICY DIRECTOR**

- **Full-time position**
- **Based in downtown Sacramento**
- **Ability to start: Late 2017/early 2018**

Established in 1971, the nonprofit Coalition for Clean Air (CCA) is California's only statewide organization exclusively advocating for healthful air. CCA is dedicated to protecting public health, improving air quality, and preventing climate change. CCA is known for spearheading innovative policies, such as clean car standards and targeting climate protection funding investments in the communities that suffer the worst pollution and historic disinvestment. With offices in Los Angeles and Sacramento, CCA achieves its goals by partnering and engaging with diverse stakeholders and through policy advocacy and public education activities.

### **About the Position**

The Deputy Policy Director is a key member of Coalition for Clean Air's policy team, engaging in the development and implementation of CCA advocacy efforts and campaigns. Our campaign priority objectives to protect public health and the environment include ensuring that climate funds are invested wisely in low-income communities of color, cleaning up the freight system and electrifying transportation. The position requires an individual comfortable working in a team setting while also being able to work independently and take initiative. The Deputy Policy Director reports to the Policy Director and is based in downtown Sacramento. The job entails working 40 hours a week, including occasional weekends and evenings when needed. This position requires substantial discretion in determining how to meet assigned goals and competing deadlines.

### **Duties and Responsibilities**

- Advocate for CCA's positions in regulatory proceedings, legislative hearings, and other venues where air quality decisions are made.
- Analyze complex policy issues related to air quality and climate change and write fact sheets, blogs, comment letters and other clear and concise documents about those issues.
- Coordinate and participate in educational forums and meetings with elected and appointed officials.
- Inform and involve community groups in clean air advocacy and education.

- Collaborate and build coalitions with other public interest advocates, businesses, labor unions, and other stakeholders.
- Communicate with media.
- Support the Policy Director in a variety of advocacy, organizing, and communications tasks.

### **Position Qualifications**

Qualified individuals should be able to demonstrate the following skills and experience:

- At least 4 years of work or related experience in policy analysis and/or advocacy, preferably on air quality or other environmental issues.
- Education: Bachelor's degree (B.A./B.S.) in environmental studies, public policy, or related discipline.
- An equivalent combination of education and experience may be accepted as a satisfactory substitute for the specific education and experience listed above.
- Ability to think strategically and act diplomatically while working well with others.
- Analytical and problem-solving abilities with an attention to detail.
- Ability to communicate effectively in writing and verbally.
- High level of computer literacy.
- Passion for air quality and environmental justice.

### **Physical Demands**

- 70-85% of time sitting; 5-15% of time standing; and 5-15% of time walking.
- Less than 5% of time lifting, carrying, pushing or pulling up to 50 lbs.
- Less than 10% of time kneeling, balancing, reaching, crawling, crouching or climbing.
- More than 65% of time using eye, hand and finger coordination and more than 40% of time using a computer (keyboarding) and telephone equipment.
- Some travel is required.

**Compensation:** \$45,000 - \$55,000/year depending upon qualifications and experience, plus a generous benefits package.

**Additional Information:** The responsibilities listed here are illustrative of the essential functions of the job and do not include nonessential or marginal duties that may be required. CCA reserves the right to modify or change the duties and essential functions of this job at any time. Nothing in this job announcement should be considered as an offer or guarantee of employment.

Interested applicants should submit a cover letter and resume in .pdf format to [jobs@ccair.org](mailto:jobs@ccair.org), subject: Deputy Policy Director Position. Coalition for Clean Air is an Equal Opportunity Employer. People of color are encouraged to apply. Position will remain open until filled.