



## JOB DESCRIPTION

**TITLE:** Policy Analyst

**SUPERVISOR:** Education and Policy Manager

**SUPERVISES:** (None)

**STATUS:** Part-Time (32 hrs/week)

### GENERAL:

The Colorado Agrivoltaic Learning Center (CALC) showcases clean energy generation coupled with local food production to inspire and educate our community into taking action to improve land stewardship within solar arrays. CALC is based out of Jack's Solar Garden, just south of Longmont, Colorado where on-site tours, events, educational opportunities, research projects, and volunteer activities occur. CALC is a Project of the Colorado Nonprofit Development Center (CNDC) that is dedicated to fostering a healthy and vibrant nonprofit sector in Colorado by enhancing the effective and efficient use of community resources. CNDC values partnerships, respect, accountability, innovation, and letting learning guide our work. CNDC provides comprehensive fiscal sponsor services to emerging and transitioning charitable groups ("Project") serving their communities in areas as varied as education, arts, human services, and public health. CALC is one of these Projects.

### SUMMARY OF RESPONSIBILITIES:

The Policy Analyst's main role is supporting the Education and Policy Manager in delving into specific research topics including, but not limited to, federal and state legislation, designated county land use codes, solar infrastructure construction practices, agricultural policies and practices, solar industry trends, and more.

A Policy Analyst must be fluent in English and skilled in researching policy documents both online and by asking for reports from selected organizations and individuals. This assistant position requires an individual to carefully, yet quickly sift through documents to find pertinent information for assigned tasks. This position will be requested to extract specific information from a variety of sources and create draft informational documents that support CALC's policy agendas. All work will need to be clearly referenced from credible sources.

A successful Policy Analyst will require direction from, and know how to request this direction from, their manager(s). Successfully completed tasks will look like clearly laid out documentation explaining their research along with their findings expressing challenges and opportunities discovered in their well referenced research. An excellent Policy Analyst will have spectacular grammar and use persuasive language where needed in their outputs while utilizing numerous credible resources to support ideas and arguments.

Work hours are often flexible (day/evening; weekday/weekend) though should be agreed upon with their supervisor. It is expected that a set number of hours of work be done each week and that the Policy Analyst will notify their supervisor of their work schedule, work activities, and changes to them over time. This is expected to be a flexible position, as in there will be specific times, including weekends, that will be required, along with weekly team meetings and one-on-ones with their supervisor, meetings with stakeholders and partner organizations, on-site events, and other infrequently required in-person activities.

### **SPECIFIC DUTIES:**

- 30-40% - Conduct online, in-person, stakeholder calls, or other requisite research activities to pull together information needed to inform CALC agendas
- 30-40% - Draft documents (e.g., factsheets, policy papers, internal policy initiatives, supporting documentation for other CALC activities) based on research
- 5-20% - Participate in conferences, engage stakeholders, attend workshops and webinars, use learnings to influence the direction of CALC activities
- 5-10% - Administrative duties including budgeting, fundraising, and regular meetings.
- 5-10% - Aid in preparation of events and support other CALC staff as needed.

### **QUALIFICATIONS:**

- Substantive experience in research activities focused on policy, environmental activities, energy, agricultural, or other related field.
- Excellent writing skills.
- Excellent time management skills to juggle priorities between multiple assignments.
- A self-starter - this is an independent and flexible role in both workload and time.
- Experience in independent study or research – collecting information, citing references, summarizing research.
- First-class organizational skills.
- A strong ethical code.
- Maintain a positive attitude and be open to feedback.
- Fluent in English
- The flexibility to attend after hours and weekend meetings/events.

#### *Preferred:*

- 3-5 years of experience conducting policy research for an academic or nonprofit organization.
- Graphic design experience (Adobe Creative Cloud, Canva, Descript, etc.).
- Targets writing towards specified audiences.
- Willing and capable of cold calling/emailing stakeholders.
- Colorado-based policy experience and professional connections.

**POSITION TYPE/WORK SCHEDULE:**

- Wage is \$25-30 / hour.
- Hours worked are negotiable – maximum of 32 hrs per week, minimum of 20hrs per week.
- 3-6 month trial period before considering full-time employment, if desirable
- Comprehensive Benefit Plan pro-rated depending on hours worked per week

The Colorado Agrivoltaic Learning Center is a project of the Colorado Nonprofit Development Center (CNDC) and all employees are CNDC employees. CNDC is dedicated to equal employment opportunities in any term, condition, or privilege of employment. CNDC prohibits unlawful discrimination against applicants or employees based on race, color, national origin, ancestry, creed, religion, sex, age 40 and over, disability, genetic information, veteran status, sexual orientation, marital status, gender expression or any other characteristic protected by state or local law. This policy applies to all employees.

For more information on CNDC, please visit [www.cndc.org](http://www.cndc.org).

**APPLY FOR THIS POSITION:**

Please send your resume and a brief cover letter detailing how your previous experiences match our position requirements no longer than a 1-pg response to [info@coagrivoltaic.org](mailto:info@coagrivoltaic.org) to be considered for this position.

This position will be filled once a candidate meets our requirements and accepts the position. So please submit your application as soon as possible to be considered.