

Fellow 2015-2016 Job Description

Mission: The purpose of the California Foundation on the Environment and the Economy (CFEE) is to bring together business, labor, community, and environmental leadership with legislative and regulatory officials and expert academics, in forums designed to address fundamental environmental and economic infrastructure issues. CFEE focuses on policy issues in the area of energy, water, transportation infrastructure, information and communication technologies, as well as air quality and climate change. The forums, roundtable conferences and workshops, as well as international study travel projects, engender positive discussions of creative solutions in an atmosphere of non-adversarial cooperation and a common desire to achieve long-term beneficial solutions for society.

For further information about CFEE, please see our website: www.cfee.net

Please contact Michelle Saechao at Michelle@cfee.net if you are interested in applying.

Job Description: CFEE is seeking a full-time Fellow (intern) to provide support and coordination for CFEE through the execution of responsibilities critical to the success of the Foundation's mission. The Fellow will report to the President, and will act in coordination with senior staff.

Salary, Hours and Duration: \$35,000 - \$40,000 per year. Range is due to the fact that CFEE's summer schedule is often lighter than the fall, and the fellow may be started at 4 days/week (32 hours) and increased to Full Time as work load picks up (no more than three months part time). In addition to pay, fellow has the option for medical benefits, and may have the opportunity to travel within the state for CFEE conferences and out of state for study travel projects.

Start Date: July 2015

Qualifications & Skills:

- Recent College graduate or completion of graduate program
- Excellent written and oral communication skills
- Excellent time and process management skills, with follow up and attention to detail critical
- Strong computer and information management skills, including internet-based research of academic articles, newspaper articles, whitepapers, and governmental publications
- Must be proactive and willing to take initiative to start projects independently with minimal guidance
- Ability to work well in a small office setting required
- Demonstrable interest, energy, and enthusiasm for public policy issues

Duties/Responsibilities:

- I. Conference Support (policy)
 - a. Assist in preparation for steering committee meetings
 - b. Attend steering committee meetings
 - c. Assist in research of conference topics

- d. Assist in development of concept papers on new conference topics
- e. Attend and take notes at hearings related to conference topics at the legislature, regulatory agencies, and non-governmental organizations.
- f. Assist policy consultant with the development of the conference agenda
 - i. Research and identify issues
 - ii. Research and identify speakers
 - iii. Set up and participate on conference calls with speakers
 - iv. In coordination with policy consultant, work with steering committee members, government representatives, and legislative offices.
- g. Assist President in obtaining financial support from potential conference participants
- h. Attend conferences and provide support as required, including taking notes and providing informal session summaries

II. Conference Support (logistical)

- a. Draft and write hold-the-dates, invitations and project documents
- b. Help prepare materials and communications for the steering committees
- c. Assist in preparation of databases for conferences and conduct internet research for suggested attendees
- d. Administrative conference support
- e. Communicate with legislative staff and Legislative Members regarding invitations to conferences to encourage attendance. Includes various trips to Sacramento to support President and Conference Coordinator

III. International Study Travel Projects

- a. Research topics of target countries and relevance to California's public policies via internet research, Board of Director outreach, and meetings
- b. Identify organizations, sites, and authorities the delegation would benefit from meeting with to facilitate focused discussion on Study Travel Project topics
- c. Prepare correspondence between the foundation and agencies/organizations abroad that will potentially meet with and host the delegation
- d. Support office staff in the development of all documents including, but not limited to, the briefing book, mission statement, itinerary and other support material for the delegation

IV. General Public Policy Work

- a. Gain general knowledge of the legislative process
- b. Become familiar with layout and operations of State Capitol, Public Utilities Commission, Energy Commission, Air Resources Board, Independent System Operator etc.
- c. Attend floor and committee sessions, interview and meet legislative members and staff
- d. Attend hearings at the California Public Utilities Commission in San Francisco and other relevant state agencies in Sacramento for topics related to upcoming conference

V. Office Support

- a. Assist as needed with general office support activities as directed by Conference Coordinator, including, but not limited to:
 - i. Administrative tasks including telephone and document management, office opening and closing
 - ii. Use of FilemakerPro and Microsoft Suite including Outlook and Excel
 - iii. Should be proficient in Mac and PC Platforms
- b. Support the President by:
 - i. Greeting guests to CFEE and assist in meetings with President
 - ii. Updating office and executive calendars
 - iii. Preparation of materials for Executive Committee and Board of Directors Meeting
 - iv. Scheduling and hosting conference calls and in-person meetings for the President, Conference Coordinator, and Policy Consultant