



## **Regulatory Affairs Assistant – Environment, Health & Safety (2010-5)**

### **Organization Description**

SEIA is the national trade association of solar energy manufacturers, project developers, distributors, contractors, installers, architects, consultants and financiers. Established in 1974, SEIA works with its 1,000 company members to make solar energy a mainstream and significant energy source by expanding markets, reducing market barriers, strengthening the industry and educating the public on the benefits of solar energy. SEIA has 24 full-time staff and supports a rotating intern program.

### **Position Description**

The Regulatory Affairs Assistant is an important member of SEIA's Government Affairs team and collaborates directly with SEIA's Communications team. The Assistant plays a key role in crafting and implementing SEIA's regulatory and communications strategies, specifically for environment, health and safety (EHS) issues.

The Regulatory Affairs Assistant:

- Supports SEIA's efforts to monitor issues, advance appropriate policy and develop and communicate best practices on key industry EHS issues including sustainable supply-chain management, recycling and fire safety.
- Supports SEIA's EHS Committee, made up of solar industry leaders with expertise in EHS issues, and collaborates directly with SEIA's Public Relations Committee on appropriate industry messaging on these issues.
- Develops and maintains relationships with related federal agency staff, environmental groups as well as state, national and international trade group contacts.
- Collaborates with the Director of Communications, Government Affairs staff, and SEIA members to formulate communications talking points and industry best practices and policy positions.
- Produces written materials (reports, memos, fact sheets, website content, member newsletters) in support of SEIA's advocacy and regulatory efforts.
- Communicates with SEIA members, organizes committee and working group activities and responds to inquiries.
- Attends meetings and agency briefings on behalf of the Association, providing summaries and analyses of proceedings and alerting managers of important issues and deadlines.
- Supports the conferences and tradeshow SEIA organizes through content generation, speaker identification and on-site staffing of the conferences.

**Qualifications**

The ideal candidate will have 2 to 3 years of related experience in a government, energy, manufacturing or environmental fields and demonstrated experience with some environmental, health or safety issues. Prior experience working or liaison contact with federal or state agency or regulatory entities (Environmental Protection, Energy or Public Safety) is highly desirable.

The ability to synthesize and disseminate information in a timely fashion is crucial. Excellent oral and written communication skills are required. Candidates should be familiar with federal legislative and regulatory processes. A strong work ethic and cheerful customer service attitude are key to serving our members and collaborating in our team environment. The ability to multi-task in a fast-paced environment and computer literacy (online research and Microsoft Office tools including Word and Excel) are expected.

**Education**

A bachelor's degree in a related field is required; graduate degree preferred.

**To Apply**

Please submit a cover letter, resume, salary history and writing sample to [jobs@seia.org](mailto:jobs@seia.org) with the subject "2010-5 Reg Affairs Asst EHS." No calls please; direct applicants only, no search or placement firms. Positions are open until filled. SEIA is an equal opportunity employer. Learn more about SEIA at [www.seia.org](http://www.seia.org).

**Date Posted:** February 5, 2010.