



Organization Description

Established in 1974, the Solar Energy Industries Association is the national trade association of the solar energy industry. As the voice of the industry, SEIA works to make solar energy a mainstream and significant energy source by expanding markets, 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. The Assistant plays a key role in crafting and implementing SEIA's regulatory strategy, particularly with respect to transmission policy and energy development on public lands.

The Regulatory Affairs Assistant:

- Develops and maintains relationships with Executive Branch staff, coalition partners, grassroots organizations, etc.
- Collaborates with the Manager of Regulatory & Legislative Affairs, other Government Affairs staff, and SEIA members to formulate industry policy positions.
- Produces written materials (reports, memos, fact sheets) in support of SEIA's advocacy efforts.
- Communicates with the SEIA membership, organizes working group activities, etc.
- Attends meetings, agency briefings, etc. on behalf of the Association and provides a summary and analysis of the proceedings to the appropriate staff.
- Writes content for the Member newsletter and SEIA website.
- Supports the conferences and tradeshow SEIA organizes through content generation, speaker identification and on-site staffing of the conferences.

The Regulatory Affairs Assistant reports to the Vice President for Government Affairs.

Qualifications

The ideal candidate will have 2-5 years of experience in a government, energy, or environmental field and demonstrated experience in the electric utility sector, knowledge of transmission policy, and/or experience working on public lands issues. Prior experience working for a federal agency or regulatory entity (BLM, FWS, FERC) 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. The ability to multi-task in a fast-paced environment and computer literacy (online research, familiarity with Word, Excel, etc.) are expected.

Education

A bachelor's degree is required; graduate degree preferred.

To Apply

Submit a cover letter, résumé, and brief writing sample to Susan Miller at jobs@seia.org. **Include job number 2010-2 in the subject line.** No phone calls, please. Direct applicants only; no search or placement firms. Learn more about SEIA at www.seia.org.