

# **Research Associate**

Sacramento Office

The Coalition for Clean Air (CCA) seeks a staff member to conduct required research and technical analyses in support of current and potential future advocacy campaigns, and to coordinate research and dissemination of information relevant to CCA's work. This position reports to the Senior Policy Director and requires some travel.

## **Responsibilities:**

- Conduct research and collect pertinent literature and information to support current and prospective campaigns.
- Serve as an informational resource for all staff and communicate important recent research findings to staff on a regular basis.
- Coordinate the development and management of a centralized 'library' of resources for use by CCA staff and, potentially, as a resource for partnering organizations.
- Attend pertinent technical conferences and symposiums, review and critique technical papers/reports as needed to keep CCA informed and abreast of latest developments.
- Monitor selected state agencies for public participation opportunities for CCA and allies.
- Monitor selected legislative and regulatory proposals.
- Assist in the development of CCA's formal reports as well as advocacy and education materials.
- Assist in the recruitment and management of student interns.
- Provide written and oral public testimony on behalf of CCA at state, regional and local hearings, as needed.

## **Skills/ Abilities:**

- Attention to detail reflected in all written and verbal communication.
- Minimum 3 years experience in research, analyses and technical writing.
- Experience researching and writing reports for a broad audience.
- Ability to describe technical data and research results to a non-technical audience.
- Ability to use Internet, conduct literature search and prepare power-point slides efficiently and quickly to collect and present information
- Experience researching and analyzing public health and environmental issues.
- Knowledge of local, state and federal legislative processes.
- Ability to adapt quickly to changing priorities.
- Ability to effectively prioritize project tasks and schedules.

The nature of our work requires employees to be organized, flexible, personable, detail-oriented, and productive. All staff must possess excellent verbal and written communication skills, organizational skills, and problem-solving abilities.

Coalition for Clean Air is an Equal Opportunity Employer. Women and people of color are especially encouraged to apply.

Please send a cover letter and resume to Tim Carmichael at [jobs@coalitionforcleanair.org](mailto:jobs@coalitionforcleanair.org). Position is open until filled. Applicants will be screened immediately.

Sacramento is the expected and preferred location for the position. CCA has offices in Los Angeles, Sacramento, and Fresno, CA.

Salary range: \$31,000 - \$40,000/yr, DOE. CCA offers a competitive benefits package that includes paid vacation starting at 3 weeks per year, health and dental insurance coverage, and a limited employer match for retirement contributions.

Posting: 4/11/08