Organization Overview

ClearPath’s mission is to develop and advance policies that accelerate breakthrough innovations that reduce emissions in the energy and industrial sectors. To advance that mission, we develop cutting-edge policy and messaging, educate policymakers, and collaborate with academics and industry. Started in 2014 by entrepreneur Jay Faison, ClearPath engages in the direct education of policy makers within the White House, Congress, Executive Agencies, and regulators like the Federal Energy Regulatory Commission (FERC).

ClearPath team members believe in small government, free markets, and American entrepreneurship. Those principles form the basis for how the team analyzes proposed clean energy and climate policy.

Job Summary

ClearPath’s Government Affairs Fellow will focus on supporting the organization’s government affairs functions in a variety of ways. Reporting to Senior Director of Government Affairs Colleen Moss, the individual will research and analyze House and Senate activities, and provide support to the government affairs activities. The GA Fellow will take initiative to track legislation and the related process in the U.S. House and Senate to support KPIs and related relationship building to grow champions for conservative clean energy. This work may include, but is not limited to, researching the technologies we work on, educational memos, key facts and information to provide real time support as we engage to educate Members of Congress and staff the mission of
ClearPath and administrative efforts to help us effectively administer educational events. This person will interact with the broader ClearPath team to support the mission.

This is a temporary one-year fellowship. Specifically we are looking for an individual who is interested in an educational opportunity to work in a nonprofit, which may translate to working in Congress in this role. Based on performance and operational openings, fellows may be considered for continued employment within ClearPath or within our network of stakeholders past one year, if mutually agreeable. The Fellow will:

- Provide real time support and analysis by tracking legislation and related activities at the federal level for ClearPath policy priorities and the Members of Congress.
- Shadow and represent ClearPath at energy industry events and briefings in Washington D.C., often thinking proactively to add value to the government affairs team by sharing notes or action items based on the discussion.
- Track key quotes and legislation sponsored by key Members of Congress.
- Draft educational one pagers for 118th Congress in coordination with the policy team, external affairs and government affairs team.
- Support the GA team in creating presentations materials, background briefs, thank you letters, memos and other written communications.
- Support tracking and analyzing congressional action, briefings and other relevant events on behalf of the government affairs and policy experts. Update the team with relevant notes, questions, etc.
- Assist the GA team with researching and compiling clean energy projects by congressional districts and states.
- Support External Affairs team in execution for upcoming ClearPath events, including working with the GA team to provide background information for the ClearPath team on attendees and hosting them at ClearPath sponsored events.

**Preferred Qualifications**

- Internship experience or one year of professional experience in a related field--government relations, public policy, federal agency, Capitol Hill, clean energy.
- Bachelor’s degree or equivalent experience.
- Comfort with reading, writing and synthesizing reports into concise one page memos.
- Excellent and timely communicator.
- Proficient in Microsoft Office Suite and Google equivalents.
- Ability and willingness to work nontraditional hours based on events.
- A professional and personal commitment to ClearPath’s mission.
Capabilities

- Service Focus – Place emphasis on creating team and guest loyalty by continually enhancing the office experience. Capacity to identify and understand the needs of the team, manage expectations, and prioritize meeting and exceeding those needs.
- Accountability – Take responsibility for your own performance and accept full ownership of issues, problems, and opportunities, regardless of the source.
- Composure and Resiliency – Ability to deal effectively with pressure, maintain focus and intensity, and remain optimistic and persistent, even under adversity. Ability and propensity to recover quickly from setbacks, rejections, and conflicts and to maintain self-control in the face of challenges.
- Professionalism – Set high standards and serve as role models for work performance, ethical conduct, and respect for others. Consistently conduct yourself in a manner that is aligned with ClearPath values and within the guidelines and best practices of office management.
- Time Management – Focus on completing all work tasks in a timely manner, while remaining responsive enough to react to competing demands and shifting priorities. Able to manage multiple responsibilities while being organized, keeping on top of important time-sensitive tasks, and performing all work accurately.
- Communicating – Provide the information required by others in a concise, direct, and unambiguous way.

Values

- Teamwork: Be fun, fast, collaborative, and supportive.
- Dedication: Be here because you want to change the world.
- Ownership: Think and act like an owner.
- Adaptability: Be humble and agile.
- Integrity: Believe individual and organizational credibility is everything.
- Curiosity: Voracious learner eager to engage with the substantive details of our work.

Compensation & Benefits

- Competitive salary commensurate with experience
- Paid professional development opportunities
- Comprehensive health, dental, vision, life, and disability insurance
• Retirement Benefit offering an employer matching contribution of employee contributions $1 for $1 on the first 5% of pay you contribute
• No vacation policy - take what you need whenever workflow allows
• Fully stocked office kitchen in newly renovated building on Capitol Hill

Please send resume to Andrea Steiner at careers@clearpath.org

At ClearPath, we value a diverse and inclusive workforce. We believe our team is the key to making an impact and fulfilling our mission. ClearPath is an equal opportunity employer. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.