



RESEARCH ASSISTANT

March 2018

The Center for Clean Air Policy (CCAP) is hiring for a research assistant based in Washington, D.C. Since 1985, CCAP has been a recognized world leader in climate and air quality policy and is the only independent, non-profit think-tank working exclusively on those issues at the local, national and international levels. CCAP helps policymakers around the world to develop, promote and implement innovative, market-based solutions to major climate, air quality and energy problems that balance both environmental and economic interests.

POSITION DESCRIPTION

The research assistant will support CCAP's international and U.S. climate work. S/he will provide research, analysis, report-writing and conference-preparation support for CCAP's projects focused on climate change mitigation policies. S/he will have the opportunity to contribute to research on important climate and energy topics, potentially including policies to support international climate change mitigation commitments, oil and gas regulation, carbon markets, climate finance, and distributed energy resources. The research assistant will have contact with policymakers and other experts, and will participate in cutting-edge climate change policy work.

Responsibilities include:

- Research and quantitative analysis on developing country and U.S. climate and energy policies.
- Policy analysis and writing for reports, issue briefs, proposals, fact sheets, blogs, etc.
- Interaction with outside technical consultants, policymakers and other stakeholders on various assignments.
- Preparation of presentations and other materials for meetings and conferences.
- Conference support, including outreach to participants, logistical support, and managing registration database.

The research assistant will support one or more projects, for example:

- International climate policy – Perform literature review of international and domestic carbon markets; review and summarize UNFCCC submissions; support the creation of a database of projects approved by the Green Climate Fund.
- U.S. Federal energy policy – Help identify and evaluate state policies related to distributed energy resources; help identify best practices and recommendations for federal policy; coordinate stakeholder meetings and webinars.
- Oil and Gas sector – Research current oil and gas regulation in developing countries as well as best practice regulatory approaches. Assist in evaluating and recommending workable strategies to limit methane emissions.

The entry-level position is available immediately for six-month duration, with the possibility to become permanent depending on performance. CCAP offers competitive salary, based on the individual's qualifications and experience, and full benefits package.

QUALIFICATIONS

This is an ideal position for a recent graduate with 1-2 years of experience, looking to work on international and U.S. climate policy at a cutting edge, non-profit organization. The successful candidate will be able to learn quickly on the job, work independently, and manage multiple tasks. Specific qualifications include:

- Bachelor's degree in environmental policy, international relations, political science, economics, environmental science or related field.
- Coursework or experience in environmental, climate, and energy policy required.
- Excellent research and writing skills required.

- Strong oral and written communication skills. Complete fluency in English required.
- Strong organizational skills, attention to detail, and timeliness with deadlines.
- Experience with Microsoft Office including: Excel, Word, Outlook and Powerpoint.
- Fluency in Spanish, French or Russian a plus.
- Must be a U.S. citizen or have legal right to work in the U.S.

APPLICATION INSTRUCTIONS

Applications, including a cover letter describing your qualifications, your resume (in Word or PDF format), and one short writing sample (containing quantitative or technical analysis including spreadsheet, if possible) should be sent to: Hiring Manager at development@ccap.org. Please also reference where you learned of the position. In order to expedite the internal sorting and reviewing process, please type "Research Assistant" and your name (Last, First) as the only contents in the subject line of your e-mail. The Center for Clean Air Policy is an equal opportunity employer.

