



# Americans for a Clean Energy Grid

## **Associate**

### ***About Americans for a Clean Energy Grid (ACEG)***

Americans for a Clean Energy Grid (ACEG) is a non-profit, broad-based, public interest advocacy coalition focused on the need to expand, integrate, and modernize the North American high-voltage grid in order to create a cleaner, more efficient, and more resilient high-voltage system for all Americans.

ACEG's mission is to educate stakeholders and the public to support policies and regulations favoring the expansion, modernization, and integration of the high-voltage electric transmission grid in order to achieve a clean energy economy. ACEG executes its mission by organizing diverse support from utilities, developers, business, labor, environmental groups, customers, and other transmission supporters.

### ***Position Description***

ACEG is seeking an enthusiastic, detail-oriented, and highly organized Associate. The Associate will work directly in supporting the Executive Director, providing administrative support to ensure efficiency and smooth operations for ACEG, managing stakeholders, and supporting the mission of the organization.

The Associate responsibilities include:

- Participate as an integral team member on ACEG projects
- Manage Executive Director's calendar, scheduling and planning for meetings
- Conduct data entry and ensure accurate maintenance of records
- Manage office logistics, including ordering office supplies
- Plan and prepare for office events, including stakeholder meetings, board meetings, and promotional events
- Attend relevant meetings and conferences and take notes for Executive Director, ensuring all action items are captured clearly
- Interact with ACEG supporters, including onboarding process, ensuring they receive consistent updates
- Summarize research notes, white papers, webinars and conference calls for staff

### ***Key Qualifications***

- 1-3 years of relevant experience
- Highly motivated, works well independently, and asks questions proactively
- Demonstrated ability to produce high-quality work, with clear attention to detail
- Effective prioritization of work to stay organized and consistently meet deadlines
- Ability to find workable solutions when problems arise
- Excellent communication and interpersonal skills
- Experience in energy and transmission preferred
- Experience working with diverse stakeholders preferred



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### ***Compensation and Benefits***

ACEG offers a competitive compensation and benefits package, including:

- Medical, dental, and vision health insurance, fully paid by ACEG for employees
- Flexible Spending Account plans, with an employer contribution, which allow you to deduct pre-tax amounts from earnings to use for medical, dependent care, transit, and parking expenses.
- A 401(k) retirement savings plan with an employer match of up to 5% of compensation
- Life and AD&D insurance, Short-Term Disability, and Long-Term Disability, fully paid for by ACEG.
- 20 paid vacation days per year

The salary range for this position is \$45,000 - \$55,000.

Location: This position is a full-time position located in Washington, DC.

### ***Application Instructions***

To apply, please submit your resume and cover letter to [applications@cleanenergygrid.org](mailto:applications@cleanenergygrid.org) with the subject "Associate".

ACEG is an equal opportunity employer. We will extend equal opportunity to all individuals without regard to race, religion, creed, color, national origin, ancestry, disability, medical condition, genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, and related medical conditions), gender, gender identity, gender expression, age, sexual orientation, military status, veteran status, or any other status protected under applicable federal, state, or local laws. Our policy reflects and affirms ACEG's commitment to the principles of fair employment and the elimination of all discriminatory practices.