

Climate and Energy Program Associate

Supervisor: Climate and Energy Manager

Location: Fully Remote

Compensation: \$55,000 - \$60,000

Position Overview

This position provides administrative and operational support to the Climate and Energy team and its members. The Climate and Energy program at NCEL focuses on clean energy development, grid expansion, climate finance, energy affordability, transportation decarbonization, and more. The ideal candidate for this position would be an early-career individual excited to be immersed in state environmental policy across the country. They learn quickly and have a keen attention to detail. This position reports to NCEL's Climate and Energy Program Manager.

About NCEL

NCEL is a 501(c)(3) nonprofit that empowers a nonpartisan network of state environmental leaders to protect, conserve, and improve the natural and human environment. We believe that the key to advancing sound policy in the states is well-informed legislatures with strong champions who can advocate on behalf of the environment, develop shared strategies, and collaborate with their peers across the country on shared learning and action.

Roles & Responsibilities

Administrative Programmatic Support

- Provide administrative and logistical support to the Climate and Energy team, including but not limited to:
 - Scheduling calendar meetings internally and externally.
 - Drafting, editing, formatting, or proofreading materials, correspondence, or reports.
 - Creating and submitting expense reports on behalf of assigned team members; may be asked to book travel and plan associated logistics.
 - Schedule, organize, prepare for, and follow up on assigned meetings, including planning logistics, preparing materials, taking notes, and sending out action items.
 - Assist with event planning and management, which may require working with external parties, event scheduling, arranging catering or room reservations, printing, material preparation, etc.
- Provide support to ensure effective communication, collaboration, and information-sharing within the Climate and Energy team and with external partners.

Material Development & Bill Tracking

- Update materials with new legislation and sources at the conclusion of legislative sessions.
- Assist in curating bill tracking lists for topics across the program.
- Write blog posts about emerging climate & energy policy topics and NCEL event recaps.

Meeting Planning

- Conduct meeting and event outreach to targets via email and phone.
- Coordinate schedules across the team, with external partners, and/or legislative offices to get meetings set up.
- Provide tech support for virtual meetings and webinars.
- Attend in-person events as needed for administrative support.

Data Management

- Manage electronic filing systems and databases related to contracts, invoices, and other team files for the program team.
- Support program staff in maintaining up-to-date tracking in the member and legislative database, including but not limited to:
 - Tracking event registrations, participation, and/or sign-on letter engagement.
 - Updating the database post-event to reflect accurate legislator status on the ladder of engagement, updating bills to ensure proper labels weekly, and preparing legislative outreach.

The above list of duties is not comprehensive but generally demonstrates the types of matters under this position's responsibility. Other duties may be assigned.

Qualifications

- 1 year of experience in administrative or operational support. Experience in climate and energy policy or the state legislative process is considered a plus.
- Commitment to NCEL's mission and vision.
- Strong written and verbal communication skills.
- Problem solver with a proactive approach and mindset.
- Must have experience in Google applications and basic database management.
- Ability to work independently with strong time management skills and attention to detail.
- Proximity to an airport and ability/willingness to occasionally travel to events when needed.

Compensation

The salary for this position is \$55,000 - \$60,000 and is commensurate with experience and qualifications. Compensation is commensurate with experience and qualifications. Most candidates will be hired near the starting end of the range. Internal equity will also be reviewed and considered to determine a final offer.

NCEL also offers a generous leave and comprehensive benefits package for full-time employees, including:

- 401(k) retirement plan with a 5% employer contribution regardless of personal contribution.
- 100% employer-paid health insurance; dental, and vision insurance also offered.
- Generous paid time off, including 15 vacation days in the first year of employment, 12 sick days per year, 5 personal days per year, and 13 holidays per year.

- Additional office closures to promote staff rest and well-being, including every fourth Friday, Summer Fridays, the week between Christmas and New Year's, and the week after NCEL's National Forum.
- Eight weeks of paid parental leave (full-time employees qualify after three months of employment).
- Annual professional development stipend (currently at \$500 per year).
- A 4-week paid sabbatical after every 5 years of employment for full-time employees.

This information is intended to comply with all applicable pay transparency law requirements.

To Apply

Please send a single PDF document with your resume and a cover letter to info@ncelenviro.org with the subject line "2025 Climate and Energy Associate". All submissions will be treated confidentially.

Applications will be reviewed on a rolling basis with a deadline to apply of December 8.

Equal Employment Opportunity and Reasonable Accommodations

NCEL is an Equal Opportunity Employer. We are committed to creating an inclusive environment for all employees. We do not discriminate based on race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or any other protected characteristic as outlined by federal, state, or local laws.

Applicants with disabilities may be entitled to reasonable accommodation under the Americans with Disabilities Act and applicable state or local laws. A reasonable accommodation is a change in the way things are normally done which will ensure an equal employment opportunity without imposing undue hardship on NCEL. If you need assistance completing this application or to otherwise participate in the application process, please email info@ncelenviro.org. Please describe what adjustments you are requesting, and please do not share any medical information in your request.