



JOB OPPORTUNITY- Policy Advocate (Limited Term)

- **Full or part-time limited-term position from April 2025 to September 2025**
- **Based in downtown Los Angeles (home/office hybrid schedule available)**
- **Ability to start: April 2025**

Established in 1971, the non-profit Coalition for Clean Air (CCA) is dedicated to protecting public health, improving air quality, and preventing climate change. CCA is known for spearheading innovative policies, such as clean car and truck standards and targeting climate investments to the communities that suffer the worst pollution and historic disinvestment. With offices in Los Angeles and Sacramento, CCA achieves its goals through policy advocacy and public education.

About the Position

The available Policy Advocate position is for a limited term covering for our current employee who will be on leave.

The Policy Advocate is a key member of Coalition for Clean Air's policy team, engaging in the development and execution of CCA advocacy efforts and campaigns. Objectives include advocating for the adoption and implementation of policies to reduce emissions from shipping and freight transportation in California. The position requires an individual comfortable working in a team setting while also being able to work independently and take initiative. The Policy Advocate is based in downtown Los Angeles (with substantial flexibility for working from home some of the time) and reports to the Policy Director. This position requires substantial discretion in determining how to meet assigned goals and competing deadlines.

Duties and Responsibilities

- Advocate for CCA's positions in regulatory proceedings, public hearings, and other venues where air quality, climate and transportation decisions are made.
- Analyze complex policy issues related to air quality, transportation and climate change and write fact sheets, blogs, comment letters and other clear and concise documents about those issues.
- Build relationships with those who buy, sell, operate and manufacture advanced clean vehicles and equipment.
- Coordinate and participate in educational forums and meetings with elected and appointed officials.

- Inform, involve and partner with community groups in clean air advocacy and education.
- Collaborate, lead and build coalitions with other public-interest advocates, businesses, labor unions and other stakeholders.
- Communicate effectively with print, on-line and broadcast media.

Position Qualifications

Qualified individuals should be able to demonstrate the following skills and experience:

- At least 2 years of work or related experience in policy analysis or development, preferably in air quality, climate, transportation or other environmental issues.
- Education: Bachelor's degree (B.A./B.S.) in Environmental Studies, Public Policy or related discipline.
- An equivalent combination of education and experience may be accepted as a satisfactory substitute for the specific education and experience listed above.
- Ability to think strategically and act diplomatically while working well with others.
- Analytical and problem-solving abilities with attention to detail.
- Ability to communicate effectively in writing and verbally.
- High level of computer literacy with knowledge of information technology systems.
- Bi-lingual in English and Spanish preferred.
- Commitment to improving air quality, preventing climate change and achieving environmental justice.
- Some travel is required.

Compensation: This is a full or part-time non-exempt position that pays \$48,000 - \$65,000/year depending upon qualifications and experience, plus a generous benefits package. Benefits include paid vacation, medical, dental, vision, and life insurance, as well as up to a 3% match for retirement savings. All Los Angeles office staff are eligible for reimbursement of the cost of using public transit to commute to and from work.

Additional Information: The responsibilities listed here are illustrative of the essential functions of the job and do not include nonessential or marginal duties that may be required. Physical demands include sitting, standing, and walking; lifting, carrying, pushing or pulling up to 50 lbs.; more than an estimated 65% of time using eye, hand, and finger coordination; and more than an estimated 40% of time using a computer (keyboarding) and telephone equipment. CCA reserves the right to modify or change the duties and essential functions of this job at any time. Nothing in this job announcement should be considered as an offer or guarantee of employment.

How to Apply: Interested applicants should submit a cover letter and resume in .pdf format to jobs@ccair.org, subject: Policy Advocate Position. Coalition for Clean Air is an Equal Opportunity Employer. CCA values diversity, equity, and inclusion. Women, people of color and other diverse candidates are encouraged to apply. This position will remain open until filled.

(Last modification February 28, 2025.)