Make an impact: Apply to be a **Senior Analyst** in **Public Policy** with the Smart Surfaces Coalition!

The Smart Surfaces Coalition (SSC) is a fast-growing non-profit organization made up of 40+ leading NGOs from a wide range of industries including urban sustainability, public health, and environmental justice. The Coalition supports the rapid adoption of Smart Surfaces—a term referring to the integrated deployment of reflective, porous, and green surfaces, solar PV, and urban trees city-wide—in cities in the US and globally. This is one of the largest, least deployed, and most cost-effective climate change mitigation and adaptation strategies and is central to addressing urban environmental justice issues. SSC seeks a passionate and enthusiastic individual with 2–4 years of directly relevant, substantial experience to serve as a full-time **Senior Analyst** in **Public Policy**.

Senior Analysts regularly interface with leading experts and policymakers in energy, climate, health, environmental justice, city government, etc. The ideal candidate is a highly organized self-starter with strong written and verbal communication skills, and demonstrated numeracy.

Title: Senior Analyst, Public Policy
Location: Hybrid remote, candidates located in/near or willing to relocate to Washington D.C are preferred
Position: Full-time
Start Date: Spring / Summer 2023

Interested individuals should email a CV and cover letter describing their background and what work areas most interest them to Jacob Miller (jmiller@smartsurfacescoalition.org). Applications will be reviewed on a rolling basis. *Smart Surfaces Coalition is an equal opportunity employer, and we are committed to racial equity and accessibility. Black and Indigenous people, people of color, people with disabilities, and LGBTQIA people are strongly encouraged to apply. SSC does not discriminate in employment opportunities or practices on the basis of race, ethnicity, national origin, sexual orientation, disability, sex, age, gender identity or expression, or other status protected by applicable law.*

Job Description
- Play a central role in managing the rapid growth of the Smart Surfaces Coalition in the US and internationally
- Work directly with the CEO, federal agencies, city officials, community-based organizations, and other key partners to plan, manage, and execute strategy for Smart Surfaces solutions and policy frameworks
- Coordinate with leading experts and policymakers in energy, climate, public health, environmental justice, to identify critical legislative pathways for expanding urban climate adaptation and resilience solutions
- Conduct research into, write briefings on, and draft updates to national and international building codes to cool cities and improve public health outcomes
- Managing databases of relevant federal funding resources
- Coordinate partner work in cities to support federal funding application template development and submission
- Supervise work conducted by interns and scholars, and assist in managing relationships with partners, experts, and other organizations
- Draft communications to and lead meetings with key partners on relevant policy issues
- Help manage and track emerging technologies and materials to enhance urban climate resilience
- Support development of communications materials and media
- Over time, author or coauthor studies, reports, etc.
- Speak at conferences and to groups, lead workshops with cities on Smart Surfaces adoption and policy
- Research effective Smart Surface deployment policies in the US and internationally

Required Qualifications
- Demonstrated passion for climate change mitigation and adaptation, urban transformation, or similar directly relevant subject
- Bachelor's or Master's degree in Public Policy, Urban Planning, Geography, Political Science, Media/Communications, or other relevant field

- Two years of work experience in a similar role
- Proficiency in MS Excel, including basic functions and formulas, R, Python, or other data analysis software
- Excellent written and oral communication skills
- Detail-oriented, with strong project management and organizational skills
- Ability to tailor messaging and advocacy approach to relevant stakeholders
- Comfort with public speaking

Plus Qualifications:
- Advanced degree in related field
- Experience working on the Hill / public policy
- Experience working in public health
- Spatial data management and GIS analysis skills

Salary and Benefits

Salary $50,000-$65,000 (commensurate with experience), medical and dental benefits, generous vacation and sick leave policy