

**Full time position available: Associate**  
**Send resume to: [humanresources@canyonsnow.com](mailto:humanresources@canyonsnow.com)**

**About Canyon Snow Consulting LLC:** Canyon Snow Consulting provides expert support to companies affected by externally driven demands on essential, yet non-core, areas of their business. The firm works with clients on strategic implementation of programs in the core areas of government affairs, corporate social responsibility, and environmental compliance. Canyon Snow employees have the opportunity to become actively engaged in a variety of exciting projects for some of Silicon Valley's best companies. Canyon Snow employees have an opportunity to grow with the company into roles of increasing responsibility and compensation.

**General description of the position:** Provide overall client support for Canyon Snow's government and regulatory affairs and corporate social responsibility projects under guidance of the firm's principals and associates. The employee will conduct subject matter (policy, market, technical) research, analyze issues, write summary briefs, coordinate meetings, manage events, and provide general client support to the Canyon Snow team.

**Essential duties and responsibilities:**

- Research and write issue briefs, regulatory summaries, position papers, and other client deliverables
- Analyze legislation and regulations and articulate the relevant client impact
- Plan, schedule, and coordinate logistics for events and meetings with government officials, clients and/or coalitions (oversee logistics, prepare background materials, etc.)
- Work closely with Canyon Snow principals and associates to ensure the highest quality service to clients
- Other duties and responsibilities as defined by Canyon Snow principals

**Qualifications:**

- Excellent research skills
- Excellent written and verbal communication skills
- Detail-oriented, with strong problem-solving and analytical abilities
- Interest in public policy, social responsibility, and environmental affairs
- Able to multitask, support a team environment, and adapt to rapidly changing circumstances
- Commitment to a high quality work product, ability to integrate feedback
- College degree required, 1-3 years relevant experience