

California Foundation on the Environment and the Economy Fellow Program 2012

Mission: The purpose of the California Foundation on the Environment and the Economy (CFEE) is to bring together business, labor, community, and environmental leadership with legislative and regulatory officials and expert academicians, in forums designed to address fundamental environmental and economic infrastructure issues. CFEE focuses on policy issues in the areas of energy, water, transportation infrastructure, telecommunications and advanced technologies, as well as air quality/climate change. The forums, roundtable conferences and workshops, as well as international study travel projects, engender positive discussions of creative solutions and clear delineation of potential policy options and their consequences, in an atmosphere of non-adversarial cooperation and a common desire to achieve long-term beneficial solutions for society.

For further information about CFEE, please see our website: www.cfee.net

Job Description: CFEE is seeking a full-time Fellow (intern) to provide support and coordination for CFEE through the execution of responsibilities critical to the success of the Foundation's mission. The Fellow will report to the President, and will act in coordination with senior staff.

Salary, Hours and Duration: Competitive Salary plus medical benefits, full time, for one year

Start Date: March 2012

Qualifications: Skills/Competencies

- Recent college graduate or completion of graduate program
- Excellent written and oral communication skills
- Excellent time and process management skills, with follow up and attention to detail critical
- Strong computer and information management skills, including access to, and retrieval of, internet-based information and academic research
- Demonstrates interest, energy and enthusiasm for public policy issues

Duties/Responsibilities:

- I. Conference Support (policy)
 - Assist in preparation for steering committee meetings
 - Attend steering committee meetings
 - Assist in research of conference topics
 - Assist in development of concept papers on new conference topics
 - Attend and take notes at hearings related to conference topic(s) at the legislature, regulatory agencies, and non-government organizations.
 - Assist policy consultant with the development of the conference agenda
 - Research and identify issues
 - Research and identify speakers
 - Set up and participate on conference calls with speakers

- In coordination with policy consultant, work with steering committee members, government representatives, and legislative offices
 - Assist President in obtaining financial support from potential conference participants
 - Attend conference(s) and provide support as required, including taking notes and providing informal session summaries
- II. Conference Support (logistical)
- Generate invitations and typing of project documents
 - Help prepare materials and communications for the steering committee(s)
 - Assist in preparation of data bases for conference(s) and research internet for suggested attendees
 - File and update conference information
 - Communicate with legislative staff and Legislative Members regarding invitation(s) to conference(s) to encourage the attendance of Member. This will entail various trips to Sacramento to support President and Conference Coordinator
- III. International Study Travel Projects
- Research topics of target countries and relevance to California's public policies
 - Prepare correspondence between the foundation and agencies/organizations abroad that will potentially meet with and host the delegation
 - Support office staff in the development of all documents including, but not limited to, the briefing book and other support material for the delegations
- IV. General Public Policy Work
- Gain general knowledge of the legislative process
 - Become familiar with layout and operations of the State Capitol
 - Attend floor and committee sessions, interview and meet legislative members and staff
 - Attend hearings at the California Public Utilities Commission in San Francisco and other relevant state agencies in Sacramento relating to issues on upcoming conferences
- V. Office Support
- Assist as needed with general office support activities as directed by Conference Coordinator, including, but not limited to:
 - a. Administrative tasks including telephone and document management, opening and closing office, and
 - b. Supporting the President by,
 - Greeting guests to CFEE and assist in meetings with President
 - Updating office and executive calendars
 - Preparation of materials for Executive Committee and Board of Directors meetings