

# Job Announcement | Policy Analyst



<b>Date</b> November 5, 2018	<b>Department</b> Science & Policy	<b>Location</b> Washington, D.C.
<b>Classification</b> Full-Time, Exempt	<b>Employment Terms</b> At Will	<b>Reports to</b> Science & Policy Director

## Summary

The Policy Analyst (PA) leads Casey Trees' efforts in the legislative arena, both in-house and in concert with our volunteer corps. The incumbent tracks several indicators including D.C. agency budgets, their performance, and policy developments that generally may have significant impact on Casey Trees' ability to achieve its mission. The PA also trains, mobilizes and motivates our Tree Advocate Corps in support of our mission-related work, researches and prepares testimony, public comments, and trains others in writing. Finally, the incumbent actively advocates for and assists in the attainment of Casey Trees' mission, motto and tree canopy goal.

## Essential Functions:

- Supports advocacy efforts to represent Casey Trees' positions on a host of items that impact Casey Trees' mission
- Prepares public hearing and testimonies on advocacy issues and presents information to the public
- Tracks the performance and budgets of D.C. agencies that impact our Casey Trees' mission and goals
- Develops and maintains key relationships with a diverse cross section of individuals and organizations
- Remains informed on emerging political trends and issues impacting D.C.'s tree canopy including, but not limited to: trees and solar conflicts, urban heat island mitigation, trees and wire conflicts, etc.
- Leverages existing, and creates new influential relationships with key stakeholders including, but not limited to: policymakers, agency leads, environmental partners, etc.
- Researches, maintains, and publishes information on public/community and related meetings and events to support the preservation and expansion of tree canopy in various forms
- Coordinates and executes science and policy events including, but not limited to: advocacy workshops; city-wide plans; performance, budget and oversight hearings; public forums, etc.
- Promotes cross-departmental collaboration to develop strategies to promote and further the positions of advocacy with targeted audiences
- Maintains data/records on programs, events, and constituents to strengthen existing and future advocacy actions

## Secondary Responsibilities

- Performs other duties as assigned

## Competencies

- Advocacy
- Writing proficiency
- Analysis of legislative advocacy decisions
- Problem solving/analysis
- Decision making
- Project management
- Public speaking
- Time management
- Organizational skills

## Position Type/Expected Hours of Work

This is a full-time position. The incumbent must be able and willing to work evenings, weekends, and extended hours as required.

## Compensation/Benefits

Competitive salary with excellent benefits including health, dental, vision, paid holidays, and paid time off.

## Travel

Travel is primarily local, although some out of the area travel and overnights may be expected

**Required Qualifications**

- Bachelor's degree in political science, environmental policy, sustainability policy, environmental studies or related field
- Two to three years of experience in environmental policy analysis
- Excellent time management and punctuality
- Excellent written and verbal communication, organizational and interpersonal skills
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Ability to establish, track, and meet deadlines, often under pressure
- Valid driver's license and clean driving record

**Preferred Qualifications**

- Master's degree in political science, environmental policy, sustainability policy, environmental studies or related field
- Five or more years' experience in environmental policy analysis
- Previous adult instructional experience
- Proficiency in GIS and Salesforce

**What you will need to apply**

Please enter **Policy Analyst** in the subject line of your message and email the following items to the Human Resources Generalist at [jobs@caseytrees.org](mailto:jobs@caseytrees.org):

- Résumé (if applicable)
- Available start date
- Salary requirements
- Contact information for three references

**No telephone calls, please.** Final candidates will be subject to a background check at time of conditional offer.

**Equal Employment Opportunity Policy**

Casey Trees is proud to be an Equal Opportunity Employer.

**Who We Are**

Casey Trees is a Washington D.C.-based nonprofit, established in 2002, committed to restoring, enhancing and protecting the tree canopy of the nation's capital. To fulfill this mission, we plant trees, engage thousands of volunteers in tree planting and care, provide year-round education courses, monitor the city's tree canopy, develop interactive online tree tools and work with elected officials, developers, and community groups to protect and care for existing trees and to encourage the addition of new ones.