



# Job Description: Energy Advocate

POSITION TITLE: Energy Advocate — Full-Time

LOCATION: Greenville or Spartanburg, SC, initially remote until post-COVID

## I. POSITION SUMMARY

The Energy Advocate reports to the State Policy Director and will be responsible for managing Upstate Forever's involvement in energy-related issues, focusing on two main fronts: 1) advocating for clean, renewable energy and efficiency and 2) protecting the Upstate from new fossil fuel projects such as pipelines and gas plants that negatively impact the air, water, and communities in the ten-county region of Upstate South Carolina. Regular office hours will initially be remote until it is safe to return to the office, after which the position can be located in either the Greenville or Spartanburg office. Please also note Upstate Forever's COVID policy information below.

The Energy Advocate will participate in Legislative, state agency, and coalition activities that advance Upstate Forever's clean energy goals. The position plays an essential role in Upstate Forever's environmental equity and justice work. The Energy Advocate must have strong oral and written communication skills and be able to communicate technical issues to diverse audiences. The Advocate must be able to work with, build and lead coalitions to manage multiple complex issues. **The ability to think at both the macro level — seeing relationships across broad issues — as well as at the micro level — managing issue details — is essential. Familiarity with clean energy issues is desired but in-depth knowledge is not essential and can be replaced with a willingness to learn and digest information quickly.**

## II. KEY RESPONSIBILITIES

- A. Coalition and stakeholder duties - Represent the interests of Upstate Forever in numerous collaborative efforts:
- Serve on and advise Statehouse and agency taskforces and committees that will be developing policies and legislation addressing utility infrastructure and utility regulation.
  - Serve on specialized industry collaboratives and stakeholder groups that address energy efficiency, renewable energy policy, and vehicle electrification policy.
  - Participate in multiple scheduled stakeholder calls and meetings related to clean energy.
- B. Legislative activities - Represent the interests of Upstate Forever in the South Carolina Statehouse:
- Track energy-related legislation in coordination with the State Policy Director and contract lobbyist.



- Write and present testimony in legislative subcommittees as necessary in coordination with the State Policy Director.
  - Coordinate with State Policy Director to assist legislative drafting committees as necessary with a focus on natural gas and liquid petroleum pipeline infrastructure and eminent domain
- C. Monitor and respond to potential fossil fuel project or incident threats and assess the proper organizational involvement:
- Monitor Public Service Commission and Federal Energy Regulatory Commission dockets.
  - Monitor utility integrated resource plan dockets.
- D. Coordinate Upstate Forever’s intervention in various dockets, coordinate with legal counsel and with other intervenors.
- E. Grant writing and reporting – Maintain Upstate Forever’s existing relationships with grantors and prepare required reports; research and diversify grant funding as possible.
- F. Communications – Assist the Communications Team with relevant social media content and blog posts as needed.
- G. Other Responsibilities – Perform additional work assigned by the State Policy Director and Executive Director.

### III. SKILLS AND EXPERIENCE

- A. Strong oral and written communication skills and the ability to communicate complex or technical issues to different audiences.
- B. Technical skills – Proficient with general office and computer skills (including Gmail, Microsoft Word and Excel, Adobe Acrobat).
- C. People skills – An ability to interact with individuals from different backgrounds, ages and socio-economic levels in a manner that positively reflects the values of Upstate Forever.
- D. Part of a Team – Easy to approach and talk to; can be warm, pleasant, and gracious; is sensitive to and patient with interpersonal anxieties of others; builds rapport well; is a good listener; able to work with others, respect for all team members and ability to foster and maintain an enjoyable, rewarding and productive workplace.
- E. Self-Motivated – Comfortable working independently on multiple projects simultaneously, strong organizational and time management skills, a commitment to accuracy and integrity in all aspects of the job.
- F. Travel – Capable of independent travel around Upstate Forever’s ten-county region and to Columbia, SC. Weekend work is needed on rare occasions, and overnight travel is limited primarily to conferences and professional development opportunities.



#### IV. COMPENSATION AND BENEFITS

- Salary starting at \$42,000 - 48,000 and negotiable based on experience
- Health and dental insurance
- Paid time off
- Simple-IRA with company contribution
- Flexible workplace and scheduling
- Mileage reimbursement for travel

**To apply, send a cover letter and resume via email to [jobs@upstateforever.org](mailto:jobs@upstateforever.org) by 5:00 p.m. on June 24, 2021. No phone calls, please.**

**COVID-19 precautions:** To protect the safety of our employees in light of the recommendations from the State and Federal Governments as a result of the COVID-19 pandemic, Upstate Forever is currently implementing additional safety protections. These protections include but are not limited to social distancing practices; the wearing of masks; frequent disinfecting of commonly touched surfaces; and limiting office access to employees, maintenance workers, and cleaning service workers.

**DEI commitment:** Upstate Forever is committed to [diversity, equity, and inclusion](#). We are taking deliberate steps to build authentic community partnerships and cultivate new leaders at all levels of our organization — from our membership to our staff to our board — to ensure that we better represent the community we serve.

Upstate Forever is an equal opportunity employer.

*Upstate Forever is a nonprofit conservation organization that protects the critical lands, waters, and unique character of Upstate South Carolina.*