



POSITION: Communications Associate, U.S. Program

Location: Remote, with the expectation of spending time in RAP's Montpelier, Vermont, office on a quarterly basis

ABOUT RAP

The Regulatory Assistance Project (RAP)[®] is an independent, global, nongovernmental organization advancing policy innovation and thought leadership within the energy community. RAP works toward a clean, reliable, equitable and cost-efficient energy future. RAP provides clarity, vision and new ideas to decision-makers and the broader energy community by developing and sharing global best practices tailored to local priorities, acting as a trusted advisor to support implementation. RAP's team focuses on the world's four largest power markets, responsible for half of all power generation: China, Europe, India and the United States.

Technological advances and dramatic declines in cost are creating new opportunities to improve the economic efficiency of the power sector, reducing its environmental footprint while improving customer welfare. The rapidly evolving power sector holds the promise of cleaner and more customer-centric energy use — if policymakers update and adapt the regulatory paradigm.

RAP's global team has firsthand knowledge of the constraints and challenges policymakers face and applies its collective insight to anticipate what they will face in the future. Building on peer-to-peer relationships, RAP helps energy and air quality decision-makers and stakeholders navigate the complexities of climate and power sector policy, regulation and markets. They see RAP as a trusted source of reliable and relevant information and assistance.

For more than three decades, RAP has been a leader in developing solutions to the world's most pressing power sector challenges. In the next five years, RAP will focus on key policy areas to drive a more efficient and equitable decarbonized energy future and to ensure a sustainable and just transition. RAP will do what it does best: develop answers to the questions regulators and other decision-makers are asking (or should be asking); change the narrative; and leverage partnerships to accelerate change. RAP's key policy areas build on past work and complement each other:

- Accelerate electrification of buildings and transportation.
- Accelerate the phaseout of gas infrastructure.
- Remove barriers to distributed energy resources.
- Decarbonize the electric grid.

For more information on RAP, including our thought leadership and publications, please visit our website: <https://www.raonline.org/about>.

JOB SUMMARY

This is an exciting opportunity to work as part of a cutting-edge international team on clean energy and climate change topics. The communications associate collaborates with our U.S. team to deliver climate and energy policy thought leadership and best practices to policymakers across the country. The position requires the ability to be organized and adaptable. The communications associate develops strategic communications programs for all projects, initiatives and publications and coordinates the resources needed to execute communications activities effectively. Experience supporting others to communicate their ideas clearly and effectively is required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Together with the U.S. program director, the communications director and U.S. team members, design, implement and regularly update an engaging communications program to support RAP's mission.
- Collaborate with U.S. team members to write and edit compelling, high-impact content, including research papers, policy briefs, executive summaries, press releases, articles and op-eds, as well as website, digital and social media content, to promote RAP's thought leadership and policy solutions. Responsibilities include:
 - Coaching U.S. team members toward an engaging, storytelling approach to their writing.
 - Collaborating with U.S. team members on the visual presentation of material including images, graphics and other data visualizations that communicate main messages.
 - Collaborating with the digital communications associate to develop engaging and informative digital and web content.
 - Working with the U.S. program director to identify training and professional development needs for the team.
- Produce the RAPPORT, a monthly e-newsletter, including developing the editorial calendar, producing content and maintaining the distribution list, to cultivate RAP's growing network.
- Coordinate the U.S. team's webinar series, including developing the editorial calendar, working with staff to identify speakers and plan content, writing email invitation text and providing technical support.
- Provide technical, messaging and creative support to U.S. team members as they prepare presentations, develop materials for meetings and training sessions, and expand their social media participation.
- Help U.S. team members prepare to talk with members of the news media, including organizing coaching sessions.

- Identify and create opportunities to promote RAP's work through conferences, industry media outlets, social media and other venues.
- Cultivate relationships with journalists and editors to place RAP's work in outlets that reach our target audiences.
- Collaborate with colleagues to implement RAP's strategic goals for storytelling, digital engagement and more.
- Help manage publications inventory and serve as backup for shipment of publications to field staff for distribution at conferences and meetings.

QUALIFICATIONS AND PERSONAL ATTRIBUTES

- Organized, practical and proactive, with attention to detail and ability to prioritize a busy and varied workload.
- Creative, collaborative and enthusiastic about RAP's mission to deliver a clean, reliable, equitable and cost-efficient energy future.
- Experience with and passion for digital and written communications, with a strong portfolio demonstrating ability to craft compelling written and visual digital content to drive growth, engagement and policy change.
- Excellent writing and editing skills.
- Knowledge of contemporary energy or environmental policy issues.
- Demonstrated ability to write about complex, technical issues clearly and effectively for different formats (web content, press release, blog, executive summary, etc.) and audiences.
- Proficient in Microsoft Office applications and social media platforms, especially Twitter and LinkedIn.
- Highly developed interpersonal skills and ability to work effectively as part of a team, as well as independently.
- Self-motivation and ability to take initiative without direction.
- Willingness to embrace and adapt to RAP's internal systems and work effectively and respectfully with team members on projects, papers, communications and other efforts.
- Bachelor's degree in relevant field (e.g., communications, journalism, environmental science, public policy, etc.) or equivalent combination of related education and experience.
- Minimum five years of experience in a communications role, including successfully designing and implementing external communications plans.

HELPFUL SKILLS AND QUALIFICATIONS

- Nimble and flexible and able to gracefully manage conflicting deadlines and shifting priorities while maintaining a perspective on long-term goals.
- Familiarity with Associated Press writing style and the American Psychological Association's citation style.
- Experience with Canva, Adobe InDesign, SharePoint, CRMs and email marketing programs, WordPress.
- Graphic design or digital communications experience.
- Foreign language skills, particularly German, French, Polish or Mandarin.

EXCELLENCE IN THIS POSITION

- RAP's U.S. program continues to be recognized and respected, target audiences receive timely and useful information, and communications strategies are effective and adapted as needed.
- RAP is considered a go-to source of solutions for its target audiences in the U.S.; communications efforts help spark policy discussion and bring about positive change.
- Problem-solving is proactive; the individual seeks out opportunities to improve the flow of information and develops system efficiency and effectiveness.

WORKING CONDITIONS

Remotely from a home office. Quarterly travel, at a minimum, to the Vermont office.

PHYSICAL DEMANDS

The physical demands and work environment characteristics described here are representative of those necessary to perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform these functions.

- Able to work at a computer for long periods.
- Capable of regular travel by various modes of transport.
- Full-time and flexible including early mornings, evenings and weekends as needed.

SUPERVISORY RESPONSIBILITIES

None

REPORTS TO

Communications director/development manager

FLSA STATUS

Exempt