

## Position Description

**Title:** Public Affairs Associate

**Location:** Negotiable

### About Encore Renewable Energy

Encore is a leading integrated clean energy services company headquartered in Burlington, Vermont, focused on the development of sustainable, cost-effective and high return community-scale solar PV systems, large scale energy storage applications and 21st century solutions for the redevelopment of underutilized property. Since the Company's formation in 2009, Encore has established itself as the leader in the Vermont solar market having been involved in the development and construction of nearly 100 community-scale solar projects. The Company is in the process of transitioning from a develop and EPC business model into that of a vertically integrated power producer. At the same time, Encore is building from its leadership position in Vermont to expand into other attractive markets across the Northeast and Mid-Atlantic regions, as well as select markets in the Western portion of the U.S., and is targeting key hires to expand its team to meet strategic objectives.

### Overview

Encore seeks a highly motivated individual passionate about renewable energy and climate advocacy to support policy, communications and marketing activities at a leading community scale solar and energy storage project development company.

This position requires a detail oriented, highly self-motivated communications and public policy professional interested in elevating and amplifying clean energy to legislative leaders and local, state-level and national media and across all digital networks. Reporting to the VP of Policy and Communications, the successful candidate will manage the responsibilities outlined below.

We seek colleagues who are committed to a triple bottom line of people, planet, profit, and who are willing to take on responsibilities outside of their comfort zone in order to achieve the required results.

### Responsibilities

- Providing marketing support to implement both traditional and digital marketing campaigns;
- Creating and curating online content and engagement across social media channels;
- Amplifying company activities digitally and in the media;
- Creating marketing materials, presentations, reports, and proposals;
- Drafting articles and press releases and copy editing;
- Maintaining and updating the company website;

[www.EncoreRenewableEnergy.com](http://www.EncoreRenewableEnergy.com)

**email** [info@encore.eco](mailto:info@encore.eco)

- Researching journalists and monitoring media hits;
- Developing and maintaining media lists;
- Supporting pitching key journalists and distributing press releases;
- Managing annual conference calendar;
- Evaluating sponsorship opportunities;
- Tracking abstract submission deadlines;
- Coordinating vendor relationships as needed;
- Researching and tracking policy activities at the state and federal level;
- Monitoring and reporting state, regional, and federal legislative and regulatory policy developments impacting solar/storage development and operations in Encore's key geographic and customer markets;
- Assisting VP of Policy and Communications in advancing policies favorable to Encore specifically, and solar industry more broadly before state, regional, and federal policymakers and other stakeholders;
- Assisting VP of Policy and Communications and other executive leaders of Encore in establishing and maintaining relationships with key policy stakeholders;
- Helping to bolster Encore's reputation as trusted partners and collaborators for positive long-term market outcomes;
- Analyzing policy and regulatory trends likely to impact Encore operations and communicating relevance to key business teams and leaders, as appropriate;
- Attending local policy working groups in emerging markets;
- Drafting policy briefings on upcoming legislative activity;
- Drafting comments and testimony for company;
- Perform other duties as assigned.

## Qualifications

- Excellent academic track record and/or previous work experiences;
- 0 - 3 years experience with communications and/or policy;
- Comfort with various social media platforms (Facebook, Instagram, Twitter, LinkedIn) and discretion in posting to them;
- Excellent verbal written communications skills;
- Excellent research skills;
- Demonstrated proficiency in the development of high impact presentations and proposals;
- Able to self-organize priorities, set and work to deadlines, often with limited direct oversight;
- Capacity to learn and communicate complex concepts (tax rules, energy policy, financial structures, etc.);
- Prior experience with audio software (such as Adobe Audition), a plus;
- Prior experience with graphic design, a plus;
- Prior experience with digital advertising, a plus;
- Prior experience with media monitoring software, a plus;
- Impeccable integrity and a high degree of emotional intelligence;
- Team player - willingness to pitch in across the organization.



If you don't meet 100% of the above qualifications, but see yourself contributing, please submit a resume and writing sample.

### **About Working at Encore**

Our team is our single greatest asset and that of which we are most proud. Encore team members share a single mission – building the clean energy infrastructure of the future in a responsible manner that creates high quality jobs and enhances the communities in which our projects operate.

We invest heavily in our team – here are a few of the benefits we offer:

- Complete, high quality medical benefits that include flex time options for child and family care and extended parental leave
- Work-life balance with flexible work schedules (remote work opportunities) and attractive paid-time off policy
- 13 paid holidays (includes 2 floating holidays of employee's choice)
- One paid volunteer day each fiscal quarter
- 401k profit sharing
- Continuing education and tuition assistance

Encore believes that an equitable and inclusive work environment, and a diverse, empowered team are key to achieving our mission. We are not looking for candidates who are “culture fits.” We are looking for candidates who can expand our culture, challenge business as usual, and bring their whole, authentic selves to work. We strive to provide those candidates with an equitable and accessible recruitment process.

Encore provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity or expression, veteran status, or genetics. In addition to federal law requirements, Encore complies with applicable state and local laws governing nondiscrimination in employment in every location in which Encore has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

**Please send resume and a writing sample to [careers@encorerenewableenergy.com](mailto:careers@encorerenewableenergy.com)**