

## Job Opportunity

**Location:** Los Angeles, CA

*Full-time, Exempt Position*

### **Title: Associate (Level I, II, or III)**

Are you driven by a vision of a future where climate and economic justice are interconnected? Do you have a passion for collaborating across issue areas, such as climate action that centers community leadership to create and shape effective policies, transportation policies that clean up our air, accelerating the transition to clean energy to benefit workers and highly burdened communities that are most affected by pollution, and protecting natural and cultural resources while increasing access to open spaces for those who need it most? Are you deeply committed to community-led democracy, empowering those most affected by climate change and pollution to transform our institutions and systems? If so, then come join the Better World Group team!

Better World Group has been behind some of the nation's boldest climate policies and environmental strategies. We work across all sectors to develop forward-thinking, transformative strategies that address complex problems. Our clients, including philanthropic organizations, non-governmental organizations, and local and state government agencies, seek our expertise in crafting and implementing creative strategies, bringing together diverse coalitions and campaigns, and building consensus towards sustainable and equitable outcomes.

BWG is a Latina-owned small business located in Downtown Los Angeles. BWG is an equal opportunity employer; all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or any other characteristic protected by law. *This is a hybrid position (partially-in-person), with a Return to Office policy in place for every Wednesday.*

### **What we do**

- Coalition management
- Campaign design and management
- Facilitation
- Policy research and analysis
- Policy advancement
- Strategic planning related to equity, environmental and climate justice
- Board development/formation
- Multi-stakeholder process management
- Philanthropic advisement

### **Job Description**

BWG seeks a highly motivated Associate to join our team. In this role, you will work on a wide variety of projects in one or more of the firm's work areas: (1) Zero-emission transportation, clean air, and climate resilience; (2) Clean energy, grid modernization, and electrification; (3) Advocating for nature's and people's right to thrive, together. The ideal candidate will work independently and be part of a team to demonstrate that a thoughtful, strategic, interdisciplinary approach can build a just, democratic, clean energy economy.

Our Associates develop a variety of skills essential to their ongoing success in the private consulting sector. These skills include writing for different audiences, managing campaigns and coalitions, facilitating across differences to build consensus while ensuring equitable outcomes, developing practical and actionable strategies and recommendations for clients in the public, private, philanthropic and non-profit sectors, and project management. The position also provides an opportunity to grow with the firm while building a multi-faceted portfolio, enhancing these skills through professional development opportunities, and networking with top professionals in the field.

Specific duties for the **Associate** position include:

- Conducting project-related research to provide specialized support to project teams.
- Performing in-depth research and analyzing and distilling complex data to develop effective policy proposals and tells compelling stories.
- Building and maintaining relationships with key partners, decisions-makers, and networks to stay informed on existing issues and policy solutions within BWG's practice areas.
- Developing effective written communication materials such as memos, policy briefs, talking points, public comment letters, and other relevant documents for various legislative and regulatory platforms.
- Coordinating internal efforts and fostering collaboration with colleagues when working on complex issues
- Collaborating with project teams and clients to understand their requirements and provide exceptional service, while effectively managing project and deliverable timelines, budgets, and scopes.
- Providing support to project managers to manage and coordinate complex campaigns, coalitions, or projects.
- Designing, facilitating, and organizing convenings and community meetings that bring together diverse groups of people to work towards multi-sector solutions, such as public health, equity, jobs, and climate. Supporting in the development of scopes, budgets, and project concepts for business development opportunities.
- Willingness to travel, as needed, to meetings and conferences.

## Skills

Successful candidates must have excellent analytical, writing, and listening skills, maintain a professional demeanor, and work effectively as part of a team. We are looking for highly motivated individuals who can work independently while being detail-oriented and can be proactive in their approach to problem-solving. Other demonstrated skills and proficiencies include:

- Experience with progressive social change practices, particularly in the areas of racial, climate, and environmental justice.
- Ability to grasp complex concepts related to policy and their systemic and local impacts.
- Demonstrated critical and strategic thinking abilities.
- Ability to analyze complex information and make sound decisions based on qualitative and quantitative data.
- Strong communication skills including exceptional written, verbal, and interpersonal abilities.
- Embraces a growth mindset and uses available resources and feedback to continuously develop proficiency in the position, while also facilitating team learning.
- Some project management experience is preferred.
- A hunger to learn and a certain level of fearlessness to explore new topics on a regular basis.
- Experience with publishing/design software (e.g., Adobe InDesign/Illustrator and/or Canva, etc.) and web development software (e.g., Squarespace) is a plus.

## Qualifications

Ideal candidates have demonstrated a commitment towards racial, environmental, and climate justice. They have a keen interest in gaining real-world experience and knowledge in climate resilience, clean energy and transportation, and natural resource protection. The ideal candidate has experience working with racial equity frameworks and has a growing understanding of economic and social systems that create racialized barriers, along with the history and current conditions affecting diverse communities. Candidates must have relevant work experience and education in at least one of the following areas:

- Environmental Science, Policy and Management
- Native Nations Law and Policy
- Transportation Policy
- Workforce Development
- Conservation Planning
- Clean Energy, Power System, or Decarbonization
- Natural Resources Management
- Climate Change Adaptation, Policy

**Associate I:** A bachelor's degree with at least three years of full-time work experience **or** a master's degree with some relevant full-time work experience is required.

**Associate II:** A bachelor's with at least four years of relevant full-time work experience **or** a master's with two or more years of full-time relevant work experience is required for the Associate II position is required.

**Associate III:** A bachelor's with at least five years of relevant full-time work experience **or** a master's with more than three years of full-time work experience is required.

## Compensation

This is a full-time position with a starting salary range of \$70,000 to \$80,000 per year (based on relevant work experience).

**Benefits:** BWG provides 100% employer-paid medical, dental, and vision insurance. BWG will cover the employee and one qualified dependent (no waiting period for eligibility for medical, dental, vision benefits). We also provide Life and Long-Term Disability Insurance as well as a Flexible Spending Account option (pretax benefits used for unreimbursed medical expense, family care etc.). We provide an annual 3% contribution to your 401K retirement plan. Vesting occurs after your first year. We provide partial reimbursement for monthly cell phone and home internet services, and a local transit reimbursement stipend and an annual professional development budget.

**Paid time off:** 5 sick days, 10 vacation days (additional days accrue with tenure), and 18 paid holidays as follows:

- 9 federal holidays, plus César Chávez Day, Indigenous Peoples' Day, the day after Thanksgiving Day (12 holidays total)
- 1 additional day from a list of inclusive cultural, religious holidays or your birthday
- 5 days for the last week of December from Christmas Day to New Year's Day

**New benefit:** Better World Group is piloting a 2024 Flexible Fridays schedule (similar to a reduced work week) This position is full-time, requiring a minimum of 32-hours/week in 2024, with the possibility of a pilot benefit extension.

## Application Process

To apply, please submit the following materials as a single PDF document to [careers@betterworldgroup.com](mailto:careers@betterworldgroup.com) with "BWG Associate - Los Angeles" in the subject line. No phone calls, please.

1. Cover Letter  
*We seek candidates with the relevant qualifications and experiences and who can demonstrate a strong commitment to racial, environmental, and climate justice. In your cover letter, please provide examples of your past experiences, highlighting your contributions towards progress or achievements in any of these areas. This could include your previous involvement in initiatives, programs, or projects that aim to address and rectify disparities, advocate for equitable practices, and/or facilitate conversations for just outcomes.*
2. Resume
3. Writing sample (if part of a group project, indicate sections written by the applicant)
4. Presentation sample
5. Three professional or academic references

**Applications will be reviewed on a rolling basis until filled.** Those interested are encouraged to apply as early as possible.

*Better World Group requires all employees to be fully vaccinated for COVID-19, absent a legal exception for reasonable accommodation. Unvaccinated new hires have a 30-day grace period after their start date to get fully vaccinated or, if eligible, obtain a reasonable accommodation.*