

Fellow, Policy Practice

Are you using your superhero powers for good? Do you improve the world a little more each day with your knowledge of sustainability? Would you like to join a band of mission-driven heroes? Southface works where the action and need are greatest – that unique intersection of the built environment, the natural environment and our social fabric. And, we need you to help us make the world a better place for all.

What you'll be doing for the greater good

- Perform research, gather and format data, perform analyses and write reports / summaries for energy policy work and sustainability planning initiatives.
- Update existing online databases of Georgia-specific energy data.
- Provide consultation and assistance to developers, elected officials, local governments, counties and other stakeholders on urban sustainability and land-use best practices.
- Assist in the coordination and organization of varied policy forums, programs and projects such as public and design charrettes with partners such as the Atlanta Regional Commission, City of Atlanta, MARTA and developers of specific projects.
- Assist in the coordination of the City Energy Project / Commercial Benchmarking Ordinance with the City of Atlanta and provide technical assistance to building owners.
- Assist in the coordination and delivery of programs and projects relating to equity, health and climate as part of the TransFormation Alliance.
- Assist with developing and / or delivering white papers, reports and other project materials.
- Lead tours of our demonstration facility.
- Provide front-line customer service to clients and visitors.
- Assist with event management for our monthly Sustainable Atlanta Roundtable, Solstice member events and our annual Greenprints Conference.
- Share far and wide the good news of sustainability, and ultimately regenerative, practices.

We'll help you grow

Our fellowship program provides a substantive learning experience that allows our emerging leaders to explore career options and to develop professional skills in the fields of sustainability, building sciences and nonprofit management. Southface offers several professional development opportunities which may vary depending on your skill set, your role on the team and the timing of training delivery dates.

- LEED Green Associate
- Data Management software (Salesforce)
- Internal and external opportunities for continuing education

How we know you're a great match

- Requires a 6- or 12-month commitment, Monday through Friday, 40 hours per week, starting in October.
- Recently completed degree in the field of public policy, city and regional planning, renewable energy, environmental studies, natural sciences or related subject.
- Interest in policy and planning, sustainable and equitable development, land use and zoning, transportation, community engagement and energy and water policy.
- Demonstrated ability to manage and prioritize project deadlines.
- Demonstrated proficiency with Microsoft Office applications. Strong knowledge of Microsoft Excel for data analysis and management as well as Word and Outlook.
- Experience using EPA ENERGY STAR Portfolio Manager preferred.
- Familiarity with Adobe programs such as Photoshop and InDesign.
- Strong writing, analysis, communication and organization skills.
- Attention to detail is essential.
- Collaborative and positive demeanor that builds up the team.
- Commitment to Southface mission and vision, aka, making the world a better place for all.
- Take the mission very seriously, but your costume not so much.

Physical Requirements

Normal office setting

Compensation and Benefits

- \$11.50 to \$14.50 per hour
- 403(b) retirement plan
- Continuing education and professional development
- Flexible work schedule
- Organizational culture that highly values the contributions and character of its employees

Hours of Work

40 hours per week, Monday through Friday, 9:00AM—5:30PM, with flexible options. Occasional weekend or evening hours.

How to Apply

Respond via email with a cover letter, two-page (maximum) resume and writing sample to emerging_leaders@southface.org with “Policy Fellow” in the subject line. **Please, no telephone inquiries.**

Pre-employment background checks are conducted on final candidates. Southface is an Equal Opportunity Employer.

Southface

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