



Clean Fuels
ALLIANCE AMERICA

Position Description

Position Title: Staff Assistant

Department: Federal Affairs

Classification Date: May 5, 2022

General Introduction:

Provides administrative, research and support tasks as needed to assist the efforts of Clean Fuels' DC-based advocacy and communications efforts.

Specific Duties and Responsibilities:

Demonstrates complete understanding of tasks and is competent in executing responsibilities.

- Serve as the first point of contact for the office. Duties include greeting visitors, answering incoming calls, and fielding all general inquiry questions on behalf of the office and the biodiesel, renewable diesel, and sustainable aviation fuel industry.
- Serve as office manager, the Staff Assistant will provide general administrative work, including but not limited to, scheduling, technical support, ordering office supplies and catering, filing expenses and serving as point of contact with outside vendors.
- Legislative research and support, including compiling lobbying packets, updating spreadsheets and power points, and special projects.
- Support the efforts of Clean Fuels Alliance America Political Action Committee, through membership outreach campaigns, coordinating political events and marketing and promotions, and assisting PAC Treasurer with filing, recordkeeping, and reporting requirements.
- Assist the communications team by compiling press clips, helping to draft briefings to membership and creating content for various other platforms including social media.
- Help to plan and coordinate federal policy sessions and presentations for three large annual meetings, including the annual conference and Capitol Hill advocacy fly-ins.
- Requires a self-starter who is organized, detail oriented and has excellent written and verbal communication skills. Familiarity with Microsoft office programs and membership database software required.
- Executes specific assignments with general direction and limited supervision. Ability to communicate clearly with all staff, including proactively supporting multiple team members.
- Maintains positive team atmosphere.
- Other duties as assigned.

Other Pertinent Factors:

Must be able to work with a variety of personnel. Must be competent at taking and/or recommending corrective actions required to maintain responsive and cooperative environment. Must have strong organizational skills and attention to detail.



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Qualifications:

1. A four-year degree required with 1-2 years of experience in public or private sector.
2. Must have experience with the Microsoft Office Suite. Open to learn new software.
3. Passionate about renewable energy and be familiar with the legislative process, Capitol Hill, Administration, or trade association experience a plus.

Reporting:

1. Reports to the Vice President of Federal Affairs
2. Coordinates with:
 - a) All Clean Fuels employees
 - b) Consultants, when appropriate