



## **Job Announcement Policy Analyst**

Heal the Bay is a regional environmental nonprofit group dedicated to making Santa Monica Bay and southern California coastal waters safe and healthy for people and marine life. Progress toward the mission is achieved by effectively combining the use of science, advocacy, community outreach, and public education to create positive environmental change.

### **Position Summary:**

Heal the Bay regularly advocates for local and statewide science-based environmental policies and legislation. We also conduct research to support these policies. Heal the Bay has an excellent track record for bill passage and implementation. These legislative efforts have included passage of the Education and Environment Initiative (AB 1548), Plastic Pellet Litter Prevention (AB 258), and several other water quality and coastal resources protection bills. We have also successfully informed decision-makers during the adoption process of several local environmental policies, including the adoption of Low Impact Development ordinances in the City and County of Los Angeles. Recently, our efforts have focused on plastic pollution prevention legislation and policies, including local and statewide single-use bag reduction efforts and polystyrene food container bans. The Policy Analyst will support Heal the Bay's local and statewide legislative initiatives through research, writing policy documents, and representation on stakeholder groups and at public meetings.

### **Job Responsibilities Include:**

- Conducting policy research related to marine debris, plastic pollution, and other matters related to water quality and coastal resources;
- Developing advocacy and communications materials (such as fact sheets, web content, policy briefs, etc.);
- Reviewing legislation and policies, and writing support/opposition letters;
- Tracking legislation on specific issues and ensuring that support/opposition deadlines are met;
- Scheduling and attending legislative meetings in advance of hearings or votes;
- Representing Heal the Bay's positions at public meetings, hearings and other forums related to legislative topics;
- Creating and maintaining relationships with local and state government staff, environmental groups, scientific researchers and other stakeholders;
- Assisting with the execution of in-district events;
- Working closely with Heal the Bay staff and partner organizations on projects and programs; and
- Attending and actively participating in departmental and organizational meetings.

### **Experience and Skills Required:**

- Strong passion for Heal the Bay's mission and a love for the ocean and marine environment;

- Strong interpersonal and communication skills, with public speaking experience;
- Strong writing skills;
- Excellent organizational, analytical and project planning skills;
- Strong problem solving skills;
- Ability to work independently and as part of a team;
- Proven ability to work under pressure, multitask and meet deadlines;
- Demonstrated proficiency with Microsoft Office (e.g. Word, Excel and Power Point);
- Demonstrated proficiency with social networking sites including, but not limited to, Facebook, Twitter, LinkedIn, YouTube, etc.;
- Ability to travel throughout the Los Angeles area, and occasional trips to Sacramento;
- Bachelor's degree minimum requirement, graduate degree is preferred;
- 2+ years work experience in environmental policy, environmental law, or related field is preferred; and
- Understanding of science, regulatory and policy processes, and issues relating to water quality and coastal resources preferred.

**Application Information:**

**Salary:** \$35,000-\$42,000 annually, plus full benefits

**Hours:** Full-time. Must be available for weekend events and some evenings.

**Application Deadline:** Until filled

**How to Apply:** Please submit cover letter, resume and references online at [www.healthebay.org/jobs](http://www.healthebay.org/jobs).

Heal the Bay is an equal opportunity employer and actively recruits to promote diversity in our workforce. Salary and excellent benefits are provided.