Environmental Protection Network

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We're Looking for an Associate!
January 2020

The Environmental Protection Network (EPN) was launched in January 2017 to harness the expertise of former EPA career staff and confirmation-level appointees – spanning multiple Republican and Democratic Administrations. We provide in-depth analysis and insights into regulations and policies proposed by the current administration that have a serious impact on public health and environmental protections.

We are looking for a full-time associate (ideally in the DC area) to work remotely starting in January 2020. The hiree will undertake communications and development work as well as provide general support for the organization and other staff.

RESPONSIBILITIES: The Associate will report to EPN Programs and Operations Manager, Sebastian Irby, and will work closely with EPN Executive Director and Communications Associate. Sebastian is located in Washington, D.C. Work will be remotely located as EPN does not have an office.

- Communications specific work:
  - Update and maintain database of communications and development accomplishments
  - Draft weekly e-newsletter & assist with drafting and sending out the bi-monthly newsletter
  - Update website "In the News" section
  - Other website assistance
- Development specific work:
  - Update and maintain a database of foundations, individual donors, and donations
  - Draft and print (or email) thank you notes for signature
  - Assist with development committee meetings and activities, such as sending the bi-monthly newsletter to funders and potential funders
  - Assist with #GivingTuesday and other fundraisers and events
- Schedule meetings
- Other tasks to support EPN's communications and development teams

QUALIFICATIONS:

- College degree
- Interest in US environmental policy and the work of EPA
- Strong writing skills
- Detail oriented
- Able to work independently, strong work ethic
- Familiarity with Google Docs, Google Drive and Spreadsheets
- Experience with Wordpress

SCHEDULE and COMPENSATION:

- Approximately 40 hours per week between roughly 9am and 5pm eastern weekdays
- Salary starting at $30,000-$40,000 commensurate with experience
- 10 paid federal holidays, 1 week paid vacation and 1 week sick leave annually
- Flextime allowed and encouraged

TO APPLY FOR THIS POSITION: Please send a cover letter and resume to Sebastian Irby by **December 10, 2019**. Please put "EPN Associate" in the subject line.

More About EPN...

An Invaluable Source of In-Depth and Credible Information on Current Threats to the Environment and Public Health

The Environmental Protection Network was launched in January 2017 to harness the expertise of former EPA career staff and confirmation-level appointees – spanning multiple Republican and Democratic Administrations – to provide an informed and rigorous defense against current efforts to undermine the protection of public health and the environment.

Now a growing 501(c)(3) organization, EPN has become a go-to source for reporters, green groups and congressional staff. EPN's 450+ volunteer experts from across the country are uniquely positioned to analyze and explain the consequences of proposed EPA regulatory rollbacks, budget cuts and legislative actions. In just over two years, EPN has become an important asset and partner, providing accurate and informed perspectives on government environmental and public health actions.

Examples of EPN's important work include:

- Critical tracking and analysis of the Trump Administration's proposed policy to censor science when the agency sets rules and policies
- Technical testimony and formal comments on the administration's proposed rollbacks of fuel efficiency and greenhouse gas emissions standards for passenger vehicles
- Numerous comments on detrimental proposed rulemakings such as Cost Benefit Analysis, Toxic Substances Control Act, Waters of the United States, National Environmental Policy Act and hydrofluorocarbons
- Essential background information for journalists that has generated significant media coverage and op-eds across the country
- In-depth, continued analyses of EPA budget proposals and appropriations, including fact sheets on EPA's core programs the implications of budget cuts on specific agency programs and activities.

EPN is helping to answer the call for objective analysis and scientific rigor about human health, the environment, and EPA when all of these are under siege.

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