

**Position:** Clean Energy Assistant

**Summary:** EQ Research seeks a full-time Clean Energy Assistant primarily to provide administrative support for regulatory filings with state agencies and to contribute to its operations and clean energy policy research. The Clean Energy Assistant will play a vital role in delivering superior service to EQ Research clients, while gaining valuable experience in the clean energy industry. This is a full-time position and usually aligns with standard business hours, but the work schedule for this position will vary. Only applicants willing and able to work until ~8:30 p.m. ET on occasion (possibly up to two or three times a week in some cases), will be considered. Strong attention to detail is a must for the Clean Energy Assistant.

**Location:** Remote with headquarters in Cary, NC. Applicants must be NC residents.

**Responsibilities:**

- Prepare and execute regulatory filings in coordination with EQ colleagues and/or directly for clients, according to state-specific and proceeding-specific procedures.
- Review, research, and summarize clean energy policy updates (regulatory and legislative) for EQ Research's *Policy Vista*<sup>TM</sup> subscription services.
- Proofread, format, edit and help prepare letters, reports, fact sheets, presentations, correspondences, blog posts, website content, and other project materials.
- Manage and maintain paper and electronic filing systems and databases.
- Assist with business operations, such as invoicing and archiving.
- Assist with special projects as needed.

**Ideal Candidate:**

- Extremely detail-oriented and well organized.
- Excellent written and oral communication skills.
- Detailed proof-reading and editing skills.
- Ability to learn quickly.
- Ability to work effectively in a team environment under tight deadlines.
- Demonstrated interest in clean energy through professional work, coursework and/or volunteer experience.
- Proficiency with Microsoft Office (Word, Excel, PowerPoint) and Adobe Acrobat Pro.
- Bachelor's Degree, Paralegal or Associate Degree.

**How to Apply:** Submit your resume and cover letter by Wednesday, August 3, 2022, to [mmakhyoun@eq-research.com](mailto:mmakhyoun@eq-research.com) with the subject "Clean Energy Assistant." No phone calls, please.

**About EQ Research:** EQ Research, LLC helps clients navigate the ever-changing universe of opportunities in the clean energy sector by providing timely, customized policy research and analysis to businesses, nonprofits and other stakeholders.