

Regulatory Services Associate

The Regulatory Services Associate contributes to EQ Research's document filing support services for client regulatory filings with state agencies, which includes the preparation and execution of compliance documents, as well as supports EQ Research's policy subscription services and consulting research and projects. Strong attention to detail is a must. This is a full-time position and usually aligns with standard business hours, but the work schedule for this position will vary. See the "Flexible Schedule" portion of this job description for details.

Responsibilities:

- Provide qualitative and quantitative analysis on legislative and regulatory matters, including but not limited to how different rates, policies, and program designs affect the economic viability of energy resources.
- Review, research, and summarize clean energy policy updates (regulatory and legislative) for EQ Research's *Policy Vista*TM subscription services.
- Contribute to the preparation and review of compliance filings, including the review of directives and requirements.
- Prepare, in coordination with attorneys, and execute regulatory filings for state public utility commissions, and other administrative and judicial offices in coordination with colleagues and/or directly for clients, according to state-, administrative- and proceeding-specific procedures.
- Manage and maintain electronic filing systems, databases and archives.
- Draft basic legal documents such as entries of appearance, service list requests, and other formal notices.
- Proofread, format, edit and help prepare letters, reports, correspondence, legal documents (e.g., contracts, motions, briefs, testimony, exhibits), spreadsheets and other project materials.
- Troubleshoot formatting issues and maintain document conformity and consistency.
- Digital file-keeping, to include tracking discovery requests and responses.

Ideal Candidate:

- Extremely detail-oriented and well organized.
- Detailed proof-reading and document editing skills.
- Ability to multi-task and smoothly transition from one work stream to another.
- Ability to self-manage time and prioritize assignments with competing deadlines.
- Ability to handle time-sensitive assignments.
- Ability to research and conform to varying procedural practices as well as attorney- and client-specific preferences.
- Ability to work effectively in a team environment under tight deadlines.
- Proficiency with Microsoft Office (Word, Excel, PowerPoint) and Adobe Acrobat Pro.
- Bachelor's Degree, Paralegal Certificate, or Associate Degree.
- Familiarity with clean energy legal and/or policy issues.
- Paralegal experience. (Not required.)

Location: Remote with headquarters in Cary, NC.

Salary: \$50,000 to \$60,000 per year with benefits.



Flexible Schedule: EQ Research offers a flexible telework schedule. Employees generally complete 6-8 hours of work between 6:00 a.m. and 8:00 p.m. Eastern Time, Monday through Friday, with flexibility to complete remaining hours outside that window based on their own schedules. Employees track time by work item rather than following a fixed daily schedule.

Because EQ Research serves clients and monitors energy-policy developments across multiple U.S. time zones, this position requires occasional evening availability. Candidates must be able to work until approximately 8:30 p.m. Eastern/5:30 p.m. Pacific when needed, potentially two to three times per week and sometimes on short notice. Employees who work later hours are not expected to maintain a traditional full-day schedule in addition to those hours; the flexible schedule allows employees to adjust their workday accordingly.

How to Apply: Submit your resume, cover letter, references, and one relevant writing sample from a previous exercise (e.g., school or work) to EQ Research at jobs@eq-research.com. This position is open until filled but all candidates must be able to start working by January 4, 2027.

About EQ Research

EQ Research LLC is a boutique consulting firm founded in 2013 to provide policy and market research, analysis and data services to businesses, government entities, non-governmental organizations and other stakeholders engaged in the clean-energy sector. EQ Research's subject matter areas of expertise include financial incentives supporting clean energy and electric vehicle (EV) deployment; electric utility regulation; electric rate design; grid modernization; and the collective suite of policy issues relevant to renewables, energy storage and EVs. In addition to conducting customized research and analysis in response to specific client requests, EQ Research offers subscription-based services (*[Policy Vista](#)*TM) that provide clients with timely insights and intelligence on regulatory and legislative developments across the U.S. EQ's diverse client base includes national clean energy installers and developers; EV manufacturers and EV supply equipment providers; large energy consumers; environmental- and energy-focused organizations, foundations, and associations; retail electric suppliers; and local and federal governmental agencies, among others.