

Pennsylvania Association of Environmental Professionals  
Career Center Opportunities  
www.paep.org

**Job posting(s) listed below:**

**#1 Posting**

**Please post job until: *8/15/2010***

**Company: Allegheny Conference & Affiliates**

**Location: Pittsburgh, PA**

**Objective:** This position initiates, conducts and manages policy research and analysis in relation to the Conference's program goals and potential future initiatives. In particular, this position provides advice and counsel on environmental policy/legislation.

**Job Description/Requirements:**

- Identifies current and emerging issues related to Conference Programs and initiatives, and collects data, conducts research and policy analysis, and develops briefing materials on potential actions to address these issues.
- Conducts analysis and gathers data to identify causes of current and potential future issues and makes recommendations to decision-makers.
- Identifies interest of key constituents and develops approaches that take these interests into account.
- Oversees and maintains selected databases, electronic files, online resources, and paper documentation.
- Responds to staff, partner, and key constituency inquiries and requests via telephone, written, and electronic communication. Initiates communications with these parties as appropriate.
- Balances multiple priorities, working independently or participating as a part of a cross-functional team, keeping others informed through clear written and verbal communication, while maintaining a high level of productivity.
- Employs analytical models and collects data to assess impact of proposed solutions on issues or objectives; verifies all facts and analyses provided by inside, outside, or original sources.
- Develops and implements new analytical models and approaches as appropriate.
- Develops potential solutions to existing or pending issues or to take advantage of opportunities identified using analogies, benchmarking, scenario projection and other original or existing research.
- Interprets data gathered and results of analysis conducted to provide policy options, recommends policy direction and/or facilitate decision-making by self or in support of other parties.
- Prepares materials and presentations for meetings and briefings for public and private officials to make decisions and develop implementation strategies.
- Contributes to the efficiency of the organization by performing other duties and participating in special projects, as assigned.

**Education/Skills:**

- Undergraduate degree in environmental economics, environmental engineering or environmental sciences required. Advanced degree a plus.
- Demonstrated knowledge of environmental laws and regulations, in particular, Pennsylvania environmental legislation, required.
- Familiarity with economic and community development issues, local government structure, and/or civic agency operations preferred.
- 2+ years of relevant experience.
- GIS skills required.
- Data mining and business analytics.
- Excellent oral and written communication skills.
- Excellent organizational, planning, problem-solving, quantitative, and project management skills.
- Proficient in MS Office suite and database software.
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**Contact Name/Phone/Email:** [HRDept@alleghenyconference.org](mailto:HRDept@alleghenyconference.org)