

# POSITION DESCRIPTION

<b><i>POSITION TITLE: Policy Lead, Transportation</i></b>	
<b>REPORTS TO:</b> Director of Policy	<b>MANAGES:</b> N/A
<b>DEPARTMENT:</b> Policy	<b>EXEMPT:</b> Yes
<b>DATE:</b> Q3 2014	<b>FULL-TIME:</b> Yes
<p><b>I. POSITION SUMMARY:</b></p> <p>The Policy Lead, Transportation reports to the Director of Policy and is responsible for leading SAFE's policy-related work on all facets of transportation issues and technologies, including the production of reports, briefs, presentations, and other items. Primary issues of focus include advanced transportation technologies and fuels, including electric vehicles, natural gas vehicles, hydrogen, and biofuels as well as broader transportation trends, including fuel efficiency, infrastructure, and autonomous vehicles. The Policy Lead also contributes to SAFE's external communications and supports the work of other departments as necessary.</p>	
<p><b>II. REPONSIBILITIES:</b></p>	
<p><b>1. Research and Analysis:</b> Lead research on transportation policy and technology issues; produce and edit SAFE publications (and/or sections thereof) related to transportation; collect and analyze data to observe and interpret trends in transportation policy and the automotive industry.</p>	
<p><b>2. Policy Development:</b> Contribute to the development of SAFE/EC policy recommendations designed to increase fuel efficiency and accelerate the development of alternative transportation fuels consistent with the organization's mission.</p>	
<p><b>3. Communications/external presence:</b> Contribute to the development of presentations and other materials designed to increase SAFE's public profile on transportation issues. Attend external events as a representative of SAFE and its policy department, raising awareness of SAFE and its work, and build relationships with relevant parties.</p>	
<p><b>4. Support other departments:</b> Provide policy support and progress reports to SAFE's leadership, development, communications, and legislative departments.</p>	

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<b>III. REQUIREMENTS &amp; QUALIFICATIONS:</b> List knowledge & experience, skill & abilities, education, certifications and any other requirements for the position
<b>KNOWLEDGE &amp; EXPERIENCE:</b> <ul style="list-style-type: none"> <li>• Knowledge of transportation trends, fuels, and technologies, including electric, natural gas, hydrogen and other vehicles as well as alternative fuels and fuel efficiency</li> <li>• Working knowledge of basic economic principles preferred</li> <li>• 3 to 5 years' experience involving research, analysis, and writing on energy issues, particularly transportation</li> <li>• 3 to 5 years' experience writing and publishing articles aimed at a policy or industry audience</li> <li>• 1 to 2 years' experience in a team environment</li> </ul>
<b>SKILLS &amp; ABILITIES:</b> <ul style="list-style-type: none"> <li>• Verbal and written communication skills</li> <li>• Organizational skills</li> <li>• Research skills</li> <li>• Advanced MS Office skills (Word, Excel, PowerPoint)</li> <li>• Ability to work independently and as part of a team</li> <li>• Ability to operate in a fast-paced and changeable environment</li> <li>• Ability to participate as required in other non-policy tasks</li> <li>• Interest in the mission of SAFE</li> </ul>
<b>EDUCATION:</b> <ul style="list-style-type: none"> <li>• Bachelor's degree required</li> <li>• Master's degree preferred</li> </ul>
<b>CERTIFICATIONS:</b>
<b>OTHER:</b>