

## Public Policy Associate Position Description:

Location: Charleston, SC, Washington, D.C., or remote | Salaried | Experience: 1-3 years

### Position Summary

The Alliance for Innovation and Infrastructure (Aii) seeks a proactive Public Policy Associate to support our research and educational mission.

Responsibilities include public policy research into an array of innovation- and infrastructure-related topics. Day-to-day tasks may include qualitative and quantitative analysis, survey design, reading academic literature and proposed legislation, writing reports and policy blogs, and collaborating to pursue new areas of research and education. Aii focuses on topics related to climate and conservation, damage prevention, energy infrastructure, innovation and technology, and transportation infrastructure.

The ideal candidate will be highly organized, research- and task-oriented, and able to collaborate remotely. We are looking for someone who is intellectually curious, able to manage multiple projects, and meet deadlines. The candidate should be nonpartisan or able to critically evaluate all aspects of a given policy. This role reports directly to the Director of Public Policy.

### Minimum Qualifications

- Four-year undergraduate degree in Political Science, Business, Public Administration, Economics, Pre-Law, or similar field
- Strong research skills
- Strong writing and editing skills

### Preferred Qualifications

- Experience on Capitol Hill
- Knowledge and interest in law and public policy
- A record of published work

### Additional Information

**This position begins no later than June 1, 2021.** Starting salary range is \$40,000 - \$45,000. Raises available commensurate with work product, value added, and time. This is an entry level position. It is a full-time contract position, and we do not consider candidates who manage multiple clients or who split time during 9am - 5pm work hours. Candidate will be expected to work remotely and will be compensated for tax and benefits through contractor-style pay (tax 1099, not W-2 employee classification, no tax withholding or direct benefits). All candidates

must be U.S. citizens and able to pass a criminal background check. References and prior employers may be contacted if selected for the position. Occasional travel is required.

## **To Apply**

Candidates are invited to submit their applications through May 14, 2021. For consideration, please submit a PDF of your resume, a writing sample, and a cover letter highlighting your experiences and why you should be considered for this role to [info@aii.org](mailto:info@aii.org).

## **About Aii**

The Alliance for Innovation and Infrastructure (Aii) is an independent, national research and educational organization dedicated to identifying our nation's infrastructure needs, creating awareness of those needs, and finding solutions to critical public policy challenges. Aii strives to promote proven, innovative technology and higher safety standards in a non-partisan manner to achieve excellence nationwide.

The Alliance is a think tank consisting of two non-profits: the National Infrastructure Safety Foundation (NISF), a 501(c)(4) social welfare organization, and the Public Institute for Facility Safety (PIFS), a 501(c)(3) educational organization. Both non-profits are legally governed by volunteer boards of directors. These work in conjunction with the Alliance's own volunteer Advisory Council.