



Orphaned Wells Policy Manager Job Description

Position: Policy Manager, Orphaned Wells

Pay range: \$60,000 to \$75,000, depending on experience

Benefits: Qualified Small Employer Health Reimbursement Arrangement; 401k retirement plan with up to 4% employer match; professional development allowance; 20 days/year paid time off for vacation, sick leave, or other needs; and 12 days/year paid holidays.

Location: must be located in Austin, Texas or willing to relocate; work from home, with regular in-person meetings at Texas Legislature, Railroad Commission of Texas, or with stakeholders.

Travel: Occasional; less than 30% of the time

Hours: Full-time

Application deadline: Sep. 18, 2023 or until the position is filled

About Commission Shift

Commission Shift is a fast-growing Texas-based 501(c)3 non-profit founded in March 2021. Our mission is to reform oil and gas oversight by building public support to hold the Railroad Commission of Texas accountable to its mission in a shifting energy landscape.

The Railroad Commission of Texas (RRC) is one of the most important oil and gas regulators in the world. Contrary to what its name implies, the Railroad Commission has no authority over railroads. Instead, the agency oversees oil and gas development, coal and uranium mining, and gas utility service in Texas, among other functions. Its mission is to serve Texas through stewardship of natural resources and the environment, concern for personal and community safety, and support of enhanced development and economic vitality for the benefit of Texans.

Too often, the Commission has promoted accelerated development of oil and gas over all other parts of its mission -- to the detriment of natural resources and the environment, safety, and economic vitality.

Commission Shift's goal is to build broad public support from a wide array of stakeholder voices to advance changes at the RRC that improve the agency's function, transparency, and accountability to people and places impacted by the oil and gas industry. Our vision is for these changes at the RRC to support an energy transition in Texas that benefits the

climate while fostering consumer protection and choice, public engagement, transparent government, a clean environment, a stable workforce and an economically diverse and resilient economy.

Learn more about Commission Shift by visiting our website, www.commissionshift.org.

Position Description

Commission Shift is hiring a Policy Manager, who will serve as a subject matter expert on orphaned wells and at least one other focus area related to our programs including: oil and gas waste disposal pits, venting and flaring, natural gas and electric grid reliability, ethics, campaign finance, public participation and language accessibility.

The Policy Manager will report to the Deputy Director and will collaborate with the organizing team, communications team, and research consultants to develop key strategies and policy positions for the organization. The role of the Policy Manager will be to develop a deep understanding of their focus areas, analyze current regulatory frameworks through a variety of social lenses (e.g. environmental, racial/ethnic, poverty, urban/rural, language access), and develop policy recommendations and campaign strategies that center and respond to the needs of impacted communities.

The policy manager will be responsible for attending virtual and in-person meetings at the Railroad Commission of Texas, the Texas Legislature, and other agencies as needed. They will also interact with relevant stakeholders and coalitions to better understand the issues and develop strategies and recommendations.

Responsibilities

- Collaborate with the organizing team, communications team, and research consultants to develop key policy positions and strategy that supports the Commission Shift's mission.
- Research regulations, peer-reviewed science, white papers, reports, and other relevant documents to develop deep understanding of subject matter and inform Commission Shift's policy priorities.
- Stay abreast of federal and state legislation and regulations relating to RRC activities.
- Engage with RRC staff to understand the implementation side of your focus area and obtain data.
- Depending on expertise, focus on orphaned wells and at least one other policy area including:
 - oil and gas waste disposal pits
 - venting and flaring
 - natural gas and electric grid reliability
 - ethics

- campaign finance
- public participation
- language accessibility
- Analyze current regulatory frameworks through a variety of social lenses (e.g. environmental, racial/ethnic, poverty, urban, rural, language access), and develop policy recommendations and strategies that center and respond to the needs of impacted communities.
- Collaborate with the Organizing Team to develop and implement strategic campaigns to mobilize public participation on orphaned wells and another focus area.
- Identify and cultivate relationships with stakeholders that relate to your area of focus, this should include RRC staff and state lawmakers who support reform of the Railroad Commission.
- Write formal comments and testimony in response to rulemakings, agency hearings or meetings, and legislative committee hearings.
- Deliver verbal public comments at agency or legislative meetings.
- Meet with agency staff, commissioners, legislators, legislative staff, and relevant stakeholders to discuss policy recommendations and potential solutions.
- Monitor and attend virtual and in-person meetings at the Railroad Commission of Texas, the Texas Legislature, and other agencies as needed.
- Maintain organized files and use reference management software to track citations.
- Prepare fact sheets, FAQ's, talking points, and speeches for the Executive Director and Organizing Director as needed. Fact check speeches.
- Present policy positions in presentations to the public, media, coalitions, and conferences as needed.
- Participate in regular video calls with team members, partner organizations, and coalitions to develop and execute policy positions and strategy.
- Collaborate with the organizing team and communications team to develop written materials and presentations suitable for a general audience.
- Track and report lobbying hours as required by state and federal law.
- Assist with preparing grant proposals and reports.
- Write opinion articles, letters to the editor, or blog posts.

Required minimum qualifications

- Experience with Texas energy policy.
- Experience at the Texas Legislature or a desire to learn the processes of the Texas Legislature and work a Legislative Session.
- Bachelor's degree in public policy, political science, environmental science and policy, public administration, or another relevant degree.
- At least four years of professional experience conducting policy research or relevant data analysis.
- Demonstrated commitment to anti-racism and continuous learning, developing an analysis of power and oppression at interpersonal, institutional, and systemic levels.

- Respectful and empathetic of individuals and groups coming from a variety of backgrounds and viewpoints (e.g. progressive or conservative; rural or urban; various education levels; across races, ethnicities, languages, and genders).
- Attention to detail, maintains organized electronic files, and manages time and expectations with respect to deadlines.
- Proficiency using Microsoft Word and Powerpoint. Ability to perform basic math functions in Excel for data analysis supporting policy research. Willingness to learn how to use Google Workspace applications including Drive, Docs, Sheets, Slides, and Forms.
- Willingness to learn to use Asana project management software.
- Excellent written and verbal communication skills in English.

Desired qualifications, not required

The ideal candidate will have some combination of the following qualifications, but does not need to meet all of the following criteria.

- Knowledge of or experience with laws, rules, or policies related to the Railroad Commission of Texas.
- Knowledge and experience with policy issues related to orphaned wells and at least one other focus area related to our programs including: oil and gas waste disposal pits, venting and flaring, natural gas and electric grid reliability, ethics, campaign finance, public participation and language accessibility.
- JD or master's degree in public policy, political science, environmental science, public administration, economics, geology, petroleum engineering, or another relevant degree.
- Experience planning and executing strategic public advocacy campaigns.
- Familiarity with lobbying rules in Texas, and 501(c)(3) and 501(c)(4) nonprofit reporting requirements.

Technology Requirements

- Phone and internet access allowing for multiple phone or video calls per day.

How to apply

Send a resume (no more than two pages) and cover letter to Dr. Maria Reyes at apply@commissionshift.org **with the subject "Policy Manager Application."** Prepare to provide two professional references and a writing sample upon request. The writing sample could be a policy report, speech/testimony, an opinion article, comments on a rulemaking, or other similar document.

Applicants with a nontraditional career path or gaps in employment are encouraged to share knowledge, strengths, or skills they developed during this nontraditional experience in their cover letter, if desired.

Commitment to Equity, Inclusion, and Diversity

Commission Shift believes that corporate and institutional bad behavior disproportionately hurts the most marginalized people in society — including people of color, people from working class backgrounds, women, LGBTQIA+ individuals, and people with disabilities. We believe that these communities must be centered in the work we do. We strongly encourage applications from people with these identities or who are members of marginalized communities that are not listed here.

Commission Shift is an equal opportunity employer. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws.