



Institute for
Policy Integrity

NEW YORK UNIVERSITY SCHOOL OF LAW

Job Opening: Policy Associate

The Institute for Policy Integrity at NYU School of Law is seeking a Policy Associate to assist with writing; economic and legal research; and administrative duties. The position is based in New York City.

The Institute for Policy Integrity at NYU School of Law is a non-partisan think tank dedicated to improving the quality of government decisionmaking. Our principal focus is U.S. energy and environmental policy, with a particular emphasis on climate change. We produce original scholarly research in the fields of economics, law, and regulatory policy. We also advocate for reform before courts, legislatures, and executive agencies. Learn more about our work at www.policyintegrity.org.

Position Summary: Policy Integrity seeks a candidate with an interest in energy and environmental policy to assist with research projects, media/policymaker outreach, and organizational/administrative operations. The Policy Associate will work closely with attorneys, economists, and communications staff. Duties will be split roughly evenly between research, communications, and administrative tasks.

The Policy Associate will work from our offices at NYU Law School in New York City's West Village. Salary will be commensurate with experience, and employees receive a generous benefits package.

Responsibilities:

- Draft memos, communications materials, and research documents
- Assist with economic research and modeling (past modeling experience useful but not required)
- Conduct policy-related media research
- Assist with organizational operations, administrative duties, and events
- Conduct basic legal research (database queries, analysis of legislative/regulatory documents, etc.)

Qualifications:

- Interest in energy and environmental policy issues
- Excellent writing skills and the ability to work with detailed, substantive research material
- Familiarity with environmental economics

- Bachelor's or master's degree in environmental studies, economics, political science, or a related field
- Highly trustworthy and able to maintain confidential information
- Multi-tasking skills and the ability to juggle multiple projects at once, at a relatively fast pace

Interested candidates should submit a resume and cover letter to derek.sylvan@nyu.edu with the subject "Policy Associate." Applications will be reviewed on a rolling basis. Because of the anticipated number of responses, we will not be able to respond to each application individually.