



# GRIDWORKS

## WE'RE HIRING!

**Position:** Energy Policy Analyst, Interior West

**Location:** Remote (primarily working in the Mountain Time Zone)

**Deadline for Applications:** February 28, 2026

## About Gridworks

Gridworks is a non-profit organization with a mission to lead collaboration to build a stronger, more modern energy grid. We specialize in expert facilitation, stakeholder engagement, and policy guidance to build durable solutions for challenging energy issues. For more information, see our [website](#), [LinkedIn](#), and [recent publications](#).

We are an equal opportunity employer and strongly encourage leaders of color, women, and those who identify as LGBTQIA2S+ to apply. Gridworks cannot support H-1 or work visa applications.

## Job Description

We are currently searching for an energy policy analyst to support our growing team. This role will include analysis and project management responsibilities primarily in support of Gridworks' projects in the Interior West, primarily the states of MT, ID, WY, UT, AZ, and NV.

### Responsibilities

- Support Gridworks projects by performing core project management tasks, including: maintaining project participant lists; coordinating meeting prep with speakers and participants; supporting preparation of meeting materials; gathering and distributing meeting materials; hosting and managing virtual meeting logistics; taking meeting notes and preparing meeting summaries; tracking action items to ensure follow-through; managing a project schedule (including proactive communication of anticipated schedule changes); and managing website content.
- Continuously build subject matter expertise and confidence engaging with energy issues by conducting technical research and analysis, tracking current issues relevant to your projects, and presenting findings within Gridworks and to project partners. Areas of focus depend on project assignments. They may include: integrated resource planning, long-term gas system planning, electric system resiliency, emerging technologies, transmission system planning and development, regional energy markets, wildfire mitigation, and community and Tribal benefit and engagement planning.
- Collaborate with project leads in developing key project deliverables. This includes developing and writing: project work plans, schedules, literature reviews, meeting materials, meeting summaries, reports, communication plans, and newsletters.
- Participate in project meetings and provide feedback on what went well and what could be done differently.



# GRIDWORKS

- Build strong working relationships with project partners and the Gridworks team.
- Proactively manage your time and energy across multiple projects simultaneously. Actively communicate progress on and challenges to completion of deliverables in advance and work in partnership with the project lead to develop a path forward.
- Provide weekly project updates to Gridworks staff and the Executive Director.
- Support Gridworks organizational practices in areas such as project management and external communications.
- Facilitate internal meetings and potentially some external conversations.

## **Professional qualifications**

- Bachelor's degree or equivalent years of professional or lived experience
- 3-5 years of additional professional, educational, and/or lived experience, including at least 2 years working in the energy industry (in any jurisdiction)

## **Required knowledge, skills, qualities, and attributes**

- Knowledge of Western state regulatory affairs and energy policy landscape.
- Experience developing expertise in a new issue area, including the ability to articulate your personal learning style as well as proactively and independently engage with new material to develop subject matter expertise.
- Ability to interpret and communicate technical energy and policy information clearly to both technical and non-technical audiences, think critically about the intended audiences, and create visuals to aid in the understanding of complex topics, with direction from Gridworks Directors or Executive Director.
- Ability to independently manage multiple projects with competing deadlines and differing subject matter, including strong organizational skills and proficiency in project management tactics and best practices.
- Professional or lived experience in AZ, ID, MT, NV, UT, or WY. It is also helpful to have Tribal professional or lived experience.
- Must be self-motivated and demonstrate initiative, enthusiasm for continuous learning, and creative problem-solving. Must be team-oriented with a collaborative mindset, openness to changing course, and willingness to receive feedback.
- Knowledge of environmental/social justice issues, frameworks, and principles; as well as a commitment to contributing to Gridworks' diversity, equity, and inclusion goals.
- Ability to travel to in-person meetings and staff retreats.
- Proficiency in Microsoft Office applications (Word, Excel, and PowerPoint), Google Suite (Gmail, Google Docs, etc.), and online meeting platforms (Zoom, Microsoft Teams, and WebEx).



# GRIDWORKS

## Additional Details

- *Location:* This position is remote (within the Interior West states of MT, ID, WY, UT, AZ, or NV) with travel requirements for in-person meetings (predominantly in the Western U.S.) and regular team retreats (Western U.S.). This role will require availability during typical working hours, and occasionally during evenings and weekends.
- *Manager:* The person hired for this position will primarily work with Interior West Director Matt Henry. Matt will be responsible for onboarding activities, assigning projects, goal-setting, guidance, and day-to-day management responsibilities. You can view his bio [here](#).
- *The Gridworks Team:* This position will also collaborate regularly with other Gridworks staff, fellows, clients, and working group members on projects. Gridworks is a small team of full-time staff that is supported on projects by part-time fellows who offer subject-matter expertise. The Gridworks Board gathers quarterly to review progress on the organization's business plan, offer fundraising support, and approve key governance materials. You can view more information about Gridworks' staff, fellows, and board members [here](#).
- *Hire Type:* Full-time
- *Start Date:* We would like to have a candidate selected for a start date, ideally around **April 20, 2026**.

## Benefits

- The salary for this position will be between \$85,000 and \$105,000, depending on experience.
- Gridworks offers unlimited paid time off, and we encourage our employees to use it!
- Gridworks provides reimbursement to cover dental, vision, and medical benefits.
- Gridworks offers a 403(b) plan that allows participants to make pre-tax contributions to their retirement savings. Note that a 403(b) plan is the non-profit equivalent to a 401(k). Gridworks also currently provides an employer contribution to employee 403(b) and will continue as financial conditions allow.

## To Apply

To apply, please email the following to [info@gridworks.org](mailto:info@gridworks.org) no later than **February 28, 2026**. Applications will be reviewed as they are received, and candidates will be invited to interview on a rolling basis. However, we will wait until after the February 28 deadline to make any final decisions to ensure we consider all applications.

1. Resume
2. Cover letter that highlights your interest in Gridworks and qualifications for the position.
3. Two recent writing samples that demonstrate your ability to synthesize complex information and present it clearly to the target audience (e.g., website, presentation, report, meeting summary, research paper, article, etc.). Writing samples should be no



## GRIDWORKS

older than 3 years. Please share a few bullet points discussing the target audience and offer some context for the materials for each sample.

4. Three references that we may contact to verify your experience and qualifications. (This does not need to include your current employer if you prefer to keep your job search confidential.)

If you have any questions about the role or your eligibility—including questions about alternative qualifications that we have yet to consider—please do not hesitate to reach out. Gridworks is committed to increasing the diversity of our team’s perspectives, experiences, and ideas to support our mission. We strive to reflect the communities we serve and will consider all qualified applications regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran.