



815 E Street, Suite 12716
San Diego, CA 92112
SDCommunityPower.org

OPEN POSITION ANNOUNCEMENT!

Program Associate

Open until filled. First review 7/13/2022.

San Diego County – hybrid work schedule set by SDCP

About the role

San Diego Community Power (SDCP) is seeking a Program Associate to support the relationship management and implementation of a range of customer facing programs tailored to SDCP's Communities of Concern and various market sectors including but not limited to residential, commercial, industrial, and municipal. A key priority of this role will be to assist in SDCP's development of the Community Power Plan – a five-year plan that will guide our program service portfolio and is tailored to meeting our diverse community needs. The Program Associate will coordinate the activities of consultants, coordinates internal staff, and interacts with a wide range of customer groups.

This role will report to the Program Manager.

Who is San Diego Community Power?

San Diego Community Power (SDCP) is a new community choice aggregator (CCA) in the San Diego region that began electric service starting 2021. We serve five member cities, the cities of San Diego, Chula Vista, Encinitas, La Mesa and Imperial Beach, with the unincorporated communities of the County of San Diego and the City of National City joining in 2023. With the possibility of further growth, we will be one of the largest CCAs in California. By the end of 2022, SDCP will provide electricity for nearly half the electric load in San Diego Gas and Electric's service territory. SDCP was formed to bring local control and customer choice to San Diego while also providing clean and renewable energy at competitive rates. For more information, visit SDCommunityPower.org.

SDCP is a public agency that is creating a culture of open communication, accountability, and intellectual curiosity. As a small team building a large CCA in California, high levels of trust, collaboration, and a team-player attitude are key. We value transparency, responsiveness, innovation, smart work, and passion for our goals.

Commitment to Diversity

At SDCP, we value diversity and are committed to creating an inclusive environment for all employees. We represent a diverse customer base and intend to hire employees that reflect our communities. We provide equal employment opportunities to all applicants for employment and prohibit discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

Essential Duties and Primary Responsibilities

- Support the coordination, management, and implementation of customer-facing programs by working closely with SDCP staff, the CAC, consultants, stakeholders, and other partner agencies. This includes helping to identify objectives and priorities and managing to program budgets.
- Support all aspects of program-related community outreach and education initiatives including making presentations to community groups and coordinating event logistics. Attend community events 2 to 3 times per month and thus requires travel to locations within SDCP's member jurisdictions.
- Assist in the development and implementation of the Community Power Plan by attending events, meetings, and workshops, and reviewing and providing input on reports and other deliverables.
- Assist in broad variety of program-related data collection, organization and analysis and issue report progress reports on a regular basis.
- Monitor program progress in assigned program area(s) relative to goals and make recommendations for improved program delivery.
- Field calls from the public to answer program-specific questions and / or refer to the appropriate staff.
- Research potential funding opportunities and critically evaluate applicability, feasibility, and requirements.
- Assist in drafting programmatic solicitations and in the selection of consultants.
- Assist with drafting staff reports and presentations for Board and Committee meetings.
- Performs other related duties and responsibilities as required.

Minimum Knowledge, Skills, and Abilities

- Strong commitment to sustainability, community energy, and mission driven work.
- Demonstrated commitment to diversity, equity, and inclusion within the organization and in our communities to build program accessibility and participation, including SDCP's Communities of Concern.
- Knowledge and understanding of the fundamentals of environmental justice and equity principals.
- Knowledge and understanding of general decarbonization strategies and associated programs to reach decarbonization goals.

- Knowledge and basic understanding of the CCA business model.
- Positive, collaborative, supportive team member excited to work with diverse teams and communities.
- Work independently, strong organizational skills and demonstrated goal setting and self-management to support multiple assignments concurrently.
- Monitor, review, analyze and interpret programmatic decisions, filings, and other reports from applicable regulatory bodies.
- Strong work ethic and comfortable taking responsibility, initiative, and working in a fast paced, start-up environment.
- Strong communicator who can write and present compellingly and clearly.
- Ability to take and provide critical feedback in constructive ways.
- Strong critical thinking skills including a high tolerance for uncertainty and the ability to identify issues and propose solutions.
- Ability to act with integrity, professionalism, and confidentiality.
- Ability to comprehend and adhere to SDCP personnel policies.
- High proficiency with Microsoft Office Suite (e.g., *Word, Excel, and PowerPoint*) and ability to use virtual meeting applications.
- Experience working with office procedures and practices including correspondence etiquette, and operating office equipment, technology, and programs.
- Ability to travel to meetings and community events to meet with residents and stakeholders. Must have access to reliable transportation, and if driving an automobile, a good driving record.

Preferred Knowledge, Skills, and Abilities

- Establish effective and cooperative working relationships with customers, local businesses, community groups, interested stakeholders, officials of municipalities, agencies, special districts, and other related agencies.
- Experience supporting the implementation of programs in one of the following areas: energy efficiency, building decarbonization, transportation electrification, demand response, demand management.
- Experience supporting the implementation of programs funded by California state agencies (e.g., California Public Utilities Commission, California Energy Commission, California Air Resources Board).
- Proficient in a variety of computer software programs (e.g., ArcGIS, PowerBI) to prepare reports, maps, diagrams, graphs, and other materials.
- Ability to strongly represent the organization in various professional engagement settings from local to national convenings (conferences, workshops, executive meetings, etc.).
- Proficient in verbal communication in multiple languages, Spanish and English preferred.

Education and Experience

Minimum of two (2) years of professional experience, preferably in energy program administration or implementation. An Associate degree or higher from an accredited college or university.

Two (2) additional years of professional experience may be used in place of a degree.

Work Environment & Conditions

Prolonged periods sitting at a desk and working on a computer. The position occasionally requires carrying, lifting and/or moving objects up to 15 pounds and occasional travel locally.

At SDCP we work in the communities we serve and with each other in the office. In order to ensure that SDCP meets its obligation to provide a safe and healthy workplace for employees, SDCP requires employees to be fully vaccinated for COVID-19. Exemptions to the vaccine requirement will be considered for individuals with medical conditions that prevent them from being vaccinated and for individuals with sincerely held religious beliefs that prohibit them from being vaccinated, consistent with governing labor laws.

Compensation

Starting Salary Range: Starting salary is not expected to exceed \$85,000; the position has a full salary range of \$75,000 – \$105,000.

Benefits: Standard benefits package including but not limited to:

Insurance: SDCP offers a group health benefits plan, including health care, vision, and dental insurance, for eligible employees. Health care support amount towards benefits elections equal to \$1,200 per month.

Retirement: SDCP offers a 457(b) plan for employee contributions and offers a 10% contribution to a Money Purchase Plan.

Paid Time Off: 11 holidays per year + paid winter holiday (*between 12/24-12/31*), 160 hours of accrued paid time off per year (*increases with time in service*), and 96 hours per year of accrued paid sick leave.

How To Apply

Applicants must submit their resume, cover letter, and references using the “Apply today” functionality on our Career Opportunities webpage at:

SDCommunityPower.org/about/career-opportunities

SAN DIEGO COMMUNITY POWER IS AN EQUAL EMPLOYMENT OPPORTUNITY (EEO) AND AMERICAN DISABILITIES ACT (ADA) EMPLOYER.