



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

## OPEN POSITION ANNOUNCEMENT!

# Public Outreach Associate

Open until filled. Issued: 7/7/2022

*San Diego County – hybrid work schedule – in-office and telecommute*

### About the role

**San Diego Community Power (SDCP)** seeks a Public Outreach Associate, who will work with community stakeholders to strengthen relationships and inform the public about SDCP's programs operations. This role involves direct outreach communications with community-based organizations and the general public. Associate will design and implement strategic outreach activities with key stakeholders via professional networking, workshops, presentations, and community events. This is a full-force outreach role and works in the field with travel up to 50% of the time throughout the San Diego Region. Access to reliable transportation is required.

This role reports to the Sr. Manager of Strategic Partnerships

### Who is San Diego Community Power?

San Diego Community Power (SDCP) is a public agency, a new community choice aggregator (CCA) in the San Diego region that began electric service starting 2021. We serve five member cities: 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. Soon we will be one of the largest CCAs in California. SDCP was formed to bring local control and customer choice to San Diego while also providing clean and renewable energy at competitive rates. By the end of 2022, SDCP will provide electricity for nearly half the electric load in San Diego Gas and Electric's service territory. For more information, visit [SDCommunityPower.org](https://SDCommunityPower.org).

Our culture is built on open communication, accountability, and curiosity. We are a growing team built, built on trust, collaboration, and a connection to the community. We are responsive, and work smart to achieve high reaching goals.

### Commitment to Diversity

At SDCP, we value diversity and are committed to creating an inclusive environment for all employees – Justice, Equity, Diversity and Inclusion. 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 Responsibilities**

- Support the implementation of community outreach efforts to enhance SDCP awareness and customer experience. Will independently and discretion will coordinate and carry out SDCP outreach activities and events such as: tabling events, facilitating community meetings, participating in public forums.
- Assist in the decision analysis of corporate memberships and event sponsorships.
- Manage the Community Advisory Committee (CAC). The CAC advises the SDCP Board of Directors on the operation of its Community Choice Aggregation program and provide a venue for ongoing citizen support and engagement.
- Build and maintain relationships with key stakeholders environmental and social justice communities, along with neighborhood and community development organizations.
- Represent SDCP and speak at various public events.
- Collaborate with SDCP's Marketing Communications and Programs teams, as well as outside consultants to strategically engage with customers on social media, through digital and print materials, media, and other communication channels.
- Proactively arrange, plan and facilitate meetings and correspondence with both community and stakeholder organizations.
- Engage new stakeholders by conducting research to identify organizations throughout San Diego County, targeting influential groups and community leaders to build support for SDCP's programs and projects.
- Assess the effectiveness of outreach efforts.
- Regularly report on outreach activities and engagement achieved to SDCP and external agencies as needed.
- Excellent time management skills, ability to effectively work independently, or in teams on multiple tasks or projects.
- Assist in public events (in-person or virtual) to educate the general public about SDCP's mission and community benefit
- Assist the Programs team in conducting outreach as part of SDCP's community needs assessment that will inform a 5-year program plan for community investment

### **Minimum Knowledge, Skills and Abilities**

- Advanced knowledge of history, issues, and key contacts in local environmental justice landscape.
- Presentation experience in working with community groups and organizations. Must have public engagement and facilitation methods experience.
- Ability to communicate and collaborate effectively with a variety of individuals representing diverse cultures, backgrounds, and languages to meet diverse teams, communities. and consultants. Ability to flex and creatively network.

- Outreach program design experience as may have been gained with public agencies, environmental organizations and/or outreach communities. Demonstrated grassroots and community coalition building skills.
- Event management and planning.
- Public speaking and ability to communicate clearly, concisely, and persuasively, orally and in writing
- Tact, diplomacy, and discretion in dealing with sensitive and complex issues
- Familiarity with local political, social, and economic landscape as well as San Diego regional stakeholders
- High proficiency with Microsoft Office Suite, Word, Excel and PowerPoint and ability to use virtual meeting applications.
- Ability to travel to meetings, and community events locally in San Diego and environs to meet stakeholders. Must have access to reliable transportation, and if driving an automobile, a good driving record. SDCP reimburses mileage expense at the IRS mileage rate

### Education and Experience

Any combination of education and experience that would provide the knowledge and abilities listed. A typical way to obtain the required qualifications would be:

A two-year degree or higher from an accredited college or university in communications, environmental planning or a related field AND four years of experience in community outreach, public relations and/or events management. Experience working in a public utility and/or a CCA program is desirable. Spanish speaking ability is highly desirable.

### Work Environment & Conditions

Prolonged periods sitting at a desk and working on a computer. Must be able to lift up to 15 pounds at times. Regular travel locally, up to 50% of the time.

At SDCP we work in the communities we serve and in the office. SDCP works to ensure a safe and healthy workplace for employees and the in or communities. 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.

*This job description may not be inclusive of all assigned duties, responsibilities, or aspects of the job described, and may be amended at the discretion of SDCP as needed.*

## Compensation

**Starting Salary Range:** \$65,000 to \$85,000 annualized pay – commensurate with experience.

**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*).

## 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](https://SDCommunityPower.org/about/career-opportunities)

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