



OPEN POSITION ANNOUNCEMENT!

Community Engagement Manager

Open until filled. Posted 12/19/2022

San Diego County – hybrid work schedule set by SDCP

About the role: San Diego Community Power (SDCP) seeks an experienced outreach professional to join our growing team as Community Relations Manager. The Community Engagement Manager will serve as liaison between SDCP's internal team and community stakeholders to help inform the public about SDCP's operations and programs. This role involves direct communication with community-based organizations, government staff and local leaders.

The Community Engagement Manager will design and implement strategic outreach with key stakeholders via professional networking, workshops, presentations, and community events. This role reports to the Director of Public Affairs.

Who is San Diego Community Power?

San Diego Community Power is a community-owned organization that provides affordable clean energy and invests in the community to create an equitable and sustainable future for the San Diego region. We aim to be a global leader, inspiring innovative solutions to climate change by powering our communities with 100% clean affordable energy while prioritizing equity, sustainability, and high-quality jobs. We are a values-led, mission driven organization grounded in Justice/Equity/Diversity/Inclusion (JEDI), Impact, Integrity, Innovation, Servant Leadership, and Togetherness.

Our History

San Diego Community Power was formed in 2019 as a public, not-for-profit community choice aggregator (CCA) in the San Diego region. We began electric service in 2021 and serve five member agencies: 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. 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 2023, SDCP will provide electricity for half the electric load in San Diego Gas and Electric's service territory and will be the second largest CCA in California. For more information, please visit SDCommunityPower.org.

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

- Manages a growing team of public outreach professionals and interns
- Develops and executes effective community outreach strategies to increase programmatic awareness and a positive perception of SDCP
- Supports the coordination and execution of outreach activities and events including tabling events, facilitating community meetings, participating in public forums
- Attends public events on a weekly basis
- Builds and maintains relationships with key stakeholders including members of the environmental and social justice communities, neighborhood and community development organizations, and local schools, colleges and universities.
- Serves as the main liaison for the Community Advisory Committee and administers monthly meetings
- Develops strategies and activities to grow awareness and inspire customer participation in SDCP's services and programs
- Represents and speaks at various public events on behalf of SDCP to clearly articulate its vision to provide cleaner power at competitive rates, expand local energy control, and develop customer programs that make a positive impact
- Collaborates with SDCP's marketing and communications staff and consultants in engaging with customers on social media, through digital and print materials, media, and other communication channels
- Researches and identifies organizations throughout San Diego County, targeting influential groups and community leaders to build support for SDCP's programs and projects
- Assists in public events (in-person or virtual) to educate the general public about SDCP's mission and community benefit
- Manages the budget for outreach events and reports
- Other duties as assigned

REQUIRED SKILLS/EXPERIENCES

- 5+ years Communications, Marketing related experience in a professional setting, such as a nonprofit, corporate or public sector agency
- Strong passion for customer service and supporting communities of concern
- Presentation experience working with community groups and organizations.
- Minimum 2 years' experience leading work teams, with superior facilitation, interpersonal, verbal, and written communication skills
- Ability to communicate and collaborate effectively with a variety of individuals representing diverse cultures, backgrounds, and languages
- Outreach program design experience as may have been gained with public agencies, environmental organizations and/or outreach communities
- Event management and planning, excellent organizational skills and attention to detail
- Ability to communicate clearly, concisely and persuasively, verbally 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, SharePoint, and ability to use virtual meeting applications
- Ability to attend and/or travel to meetings, and community events locally in San Diego to meet with 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
- Must reside in San Diego County or be willing to relocate upon hire

Preferred Skills/Experience

- Proven track record on achieving strong community engagement results
- Written and verbal Spanish proficiency
- Ability to run public meetings in compliance with the California Ralph M. Brown Act
- Experience supervising and managing employees, interns and/or volunteers
- Experience tracking expenses and developing annual budget proposals

Work Environment & Conditions

Prolonged periods sitting at a desk and working on a computer. The position requires occasional carrying, lifting and/or moving objects up to 15 pounds. Occasional local travel required and reliable transportation to be able to attend SDCP events, meetings, and workshops as needed is expected.

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 in our communities. SDCP requires employees to be fully vaccinated for COVID-19.

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:

Salary Range: The position salary range is: **\$113,900 to \$153,800; with exact compensation to be determined by SDCP, depending upon experience.**

Benefits: Standard benefits package including but not limited to:

Insurance: SDCP offers group health benefits, including medical, vision, and dental insurance, for eligible FT employees. SDCP provides health subsidy support towards the employee elected coverage. Also provided is a \$100,000 Life & AD&D policy, STD and LTD coverage that is 100% paid by SDCP.

Retirement: SDCP offers a 457(b) plan for employee contributions and contributes 10% of eligible compensation to the employee's 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.