



OPEN POSITION ANNOUNCEMENT!

Public Outreach Coordinator – Full Time

Open until filled. Posted 6/9/2023

San Diego County – hybrid work schedule set by SDCP



About the role: The Public Outreach Coordinator will work with community stakeholders to help strengthen relationships and inform the public about San Diego Community Power's (SDCP) operations and programs. This role involves direct outreach communications with community-based organizations and the general public.

The Public Outreach Coordinator will implement strategic outreach activities with key stakeholders via professional networking, workshops, presentations, and community events. This position reports to the Community Engagement Manager. This is a full-force outreach role and works in the field with travel up to 75% of the time throughout the San Diego Region. A personal vehicle is required, and mileage will be reimbursed.

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

- Support the Public Affairs team in implementing community outreach efforts to enhance SDCP awareness and customer experience
- Support the Community Engagement Manager in coordinating and carrying out SDCP outreach activities and events such as: tabling, representing SDCP at community meetings, participating in public forums
- Build and maintain relationships with neighborhood and community organizations as well as key stakeholders, including members of the SDCP Community Advisory Committee
- Represent SDCP at various public events and clearly articulate SDCP's vision for cleaner power at competitive rates, local control, and customer programs
- Conduct research to identify organizations and events throughout San Diego County to engage stakeholders targeting influential groups and community leaders to build support and provide concepts for SDCP's strategies, programs, and projects
- Assess and maintain data on the effectiveness of outreach efforts
- Develop and maintain inventory of promotional and outreach materials
- Other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES

- Strong passion for customer service and supporting communities of concern
- Excellent time management skills, ability to effectively work independently or in teams on multiple tasks or projects
- Ability to communicate and collaborate effectively with a variety of individuals representing diverse cultures, backgrounds, and languages
- 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
- 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. A personal automobile and a good driving record are required. SDCP reimburses mileage expense at the IRS mileage rate
- Must reside in San Diego County or be willing to relocate upon hire
- Ability to work nights and weekends specifically Tuesday through Saturday shifts required.
- Written and verbal proficiency in one or more of the following languages is highly valuable
 - Spanish
 - Tagalog
 - Vietnamese
 - Arabic
 - Chinese (Mandarin/Cantonese)
- Presentation and/or public speaking experience at community groups and/or organizations
- Event management, planning and execution
- Familiarity with local political, social and economic landscape as well as San Diego regional stakeholders
- Justice, Equity, Diversity, and Inclusion training

QUALIFICATIONS, EDUCATION AND EXPERIENCE

Associate's degree or higher from an accredited college or university; 4+ years of experience in a professional setting, such as a nonprofit, business or public sector agency; or a combination of education and relevant experience

WORK ENVIRONMENT & CONDITIONS

Occasional periods sitting at a desk and working on a computer. Prolonged periods of standing and interaction with public members at events. Must be able to lift up to 50 pounds at times. Regular travel locally, up to 75% 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 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: **\$69,600 to \$90,500; 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](https://sdcommunitypower.org/about/career-opportunities)

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