



OPEN POSITION ANNOUNCEMENT!

Community Engagement Associate

Open until filled. Posted 2/15/2024

San Diego County – hybrid work schedule set by SDCP



About the role: The Community Engagement Associate will work with community stakeholders to help strengthen relationships and inform the public about SDCP's operations and programs. This role involves direct outreach communications with community-based organizations and the general public.

The Community Engagement Associate 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. Access to reliable transportation is required.

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 culture is built on open communication, accountability, and curiosity. We are a growing team whose key premise is trust, collaboration, and connection with each other and the communities we serve. We are responsive and work smart to achieve high goals.

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 now serve seven member agencies: the Cities of San Diego, Chula Vista, Encinitas, Imperial Beach, La Mesa and National City, as well as the unincorporated communities of San Diego County. San Diego Community Power was formed to bring local control and customer choice to San Diego while also providing clean and renewable energy at competitive rates. We are the second largest CCA in California, serving nearly 1 million customers. 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 hope 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 implementation of community outreach and engagement efforts to enhance SDCP awareness and promote customer programs
- Build and maintain relationships with neighborhood and community organizations as well as key stakeholders, including members of the SDCP Community Advisory Committee
- Proactively arrange, plan and facilitate meetings and correspondence with community and stakeholder organizations
- Engage new stakeholders by conducting research to identify organizations throughout San Diego County, targeting community leaders to build support and capacity for SDCP's programs and projects
- Regularly report on outreach activities and engagement achieved to SDCP and external agencies as needed
- Represent SDCP and speak at various public events to clearly articulate its vision for cleaner power at competitive rates, local control, and customer programs
- Work in close alignment with internal staff to create educational materials
- Coordinate and carry out SDCP outreach activities and events such as: tabling events, facilitating community meetings and workshops, participating in public forums
- Assist in public events (in person or virtual) to educate the general public about SDCP's mission and community benefits
- Other duties as assigned

PREFERRED EXPERIENCE AND ABILITIES

- 3+ years of experience in a professional setting, such as a nonprofit, business or public sector agency
- Strong passion for public service and supporting communities of concern
- Excellent time management skills, ability to effectively work independently or in teams on multiple tasks or projects
- Experience presenting to and working with community groups and organizations
- Ability to communicate and collaborate effectively with a variety of individuals representing diverse cultures, backgrounds, and languages
- Experience with successful 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 the Microsoft Office Suite, including Word, Excel, PowerPoint, and SharePoint as well as the 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 to reimburse mileage expense at the IRS mileage rate
- Must reside in San Diego County or be willing to relocate upon hire

SCHEDULE

- Some weekends and evenings required.

PREFERRED QUALIFICATIONS, 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 degree or higher from an accredited college or university AND three (3) years of experience in a professional setting, such as a non-profit, business or public sector agency or another relevant field.

- Justice, Equity, Diversity and Inclusion training
- Contract management experience
- Written and verbal second language proficiency in one or more of the following languages is highly valuable:
 - o Spanish
 - o Filipino (Tagalog)
 - o Vietnamese
 - o Arabic
 - o Chinese (Traditional or Simplified)

WORK ENVIROMENT & CONDITIONS

Prolonged periods sitting at a desk and working on a computer. The position requires occasional carrying, lifting and/or moving objects up to 35 pounds. Regular local travel required, up to 75% of the time 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.

SDCP is an agency required to adopt and promulgate a Conflict-of-Interest Code ("COI"). The COI code requires employees in designated positions, including those identified under the interim disclosure process to file a Statement of Economic Interests (Form 700) on an annual basis. A Successful candidate accepting this position may be required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.

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: \$84,900 - \$110,400; 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 pays 100% of health group benefits, including medical, vision, and dental insurance premiums for employees and dependents. 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 DISABILITES ACT (ADA) EMPLOYER