



OPEN POSITION ANNOUNCEMENT!

Power Contract Coordinator

Open until filled. Posted 1/23/2025

San Diego County – hybrid work schedule set by SDCP



About the role: In the role of Power Contract Coordinator, we are seeking a strategic thinker with experience in administering and monitoring power contracts within energy markets or with a desire to transition their contract management skills to this sector. Under supervision of Community Power’s Director of Power Contracts, the Power Contract Coordinator will primarily support the power contracts team in Energy Trading Risk Management system deal entry, verification, and reporting, ownership of the contract lifecycle, and tracking contract deliverables and performance.

WHO IS SAN DIEGO COMMUNITY POWER?

Community Power is a community-driven, not-for-profit public agency providing cleaner energy to the San Diego region. Formed in 2019, Community Power is the second largest Community Choice Aggregator (CCA) in California, serving nearly 1 million customer accounts across its member agencies: the Cities of San Diego, Chula Vista, Encinitas, Imperial Beach, La Mesa and National City, as well as the unincorporated areas of San Diego County.

OUR HISTORY

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. 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

- Work with Energy Trading and Risk Management (“ETRM”) system to enter Community Power’s power contract (Power Purchase Agreement, Energy Storage Agreement, short term confirmations for Resource Adequacy (RA), Renewable Portfolio Standard (RPS), Carbon-free, and Inter-SC Trades) review and deal entry into ETRM

- Provide support to the front office in managing Community Power’s electric supply portfolio which includes using ETRM and other analytic tools to generate reports on net open position, supply costs, and risks.
- Work closely with Community Power Portfolio Managers and internal/external transactions counsel to ensure consistent, efficient contracting processes
- Track internal contract review status with Community Power stakeholders and outside counsel
- Assist portfolio managers with counterparty signatures and ensuring proper forms are used
- Manage contract approval and signature process
- ETRM validation and subsequent filing in Community Power’s system
- Develop and/or document standard operating procedures for Community Power’s contracting process and ETRM deal entry processes
- Interface with Community Power’s risk, finance, data teams, and accounting consultants as needed
- Develop and maintain excellent working relationships with market participants, interested parties and associations, regulatory agency staff, Community Power staff, consultants, and stakeholders
- Develop or assist with the development of materials to facilitate Board review of potential supplier agreements including staff reports, supporting information, and presentation materials

OTHER POTENTIAL/FUTURE RESPONSIBILITIES

- Power Purchase Agreements, EEI, WSPP, and ESSA contract deliverable tracking
- Monitor deliveries from contracted generation facilities, validating against expected performance and communicating updates, irregularities, and issues on project performance to ensure changes are addressed in all portfolio models.
- Track and manage the contract lifecycle, from execution, through milestones and performance metrics in the developing and operational stages, through contract expiration.
- Assist Portfolio Managers with trade confirmation drafting and processing
- Power contract compliance data collection and reporting
- Maintain reporting dashboards and visualizations for Power Services team
- Support integrated resource planning, modeling and implementation efforts.
- Present in a professional manner to internal and external stakeholders, partners, agencies, and the Board

KNOWLEDGE, SKILLS AND ABILITIES

Required:

- Experience with contract administration/management
- Experience with DocuSign or Adobe Sign
- Proficient with Microsoft Office Suite, including extensive use of Word, Adobe Pro software, Teams, and SharePoint
- Excellent verbal and written communication skills
- Excellent organizational and time management skills
- Strong interpersonal skills
- Strong analytical skills and meticulous attention to detail
- Ability to act with integrity, professionalism, and confidentiality
- Knowledge of modern office procedures and practices including correspondence etiquette, and operating modern office equipment, technology, and programs
- Ability to balance multiple priorities to meet deadlines and escalate key issues
- Strong work ethic and comfort taking initiative
- Flexibility and eagerness to collaborate in fast-paced, start-up environment
- Embrace diverse teams and be highly collaborative
- Experience building strong relationships and working across teams and departments

Desired:

- Experience with, interest in, or knowledge of:
 - Power contract administration

- Digital contract management best practices and ETRM software
- Strategic thinking and creative contract structure design
- Experience with, interest in, or knowledge of:
 - Energy Trading Risk Management (ETRM) or Commodity Trading Risk Management (CTRM) systems
 - Eg. Allegro, Hitachi, Ion, PCI, PowerSettlements, etc.
- Experience with some, or all, of the following:
 - Power Purchase Agreements, ESSA, EEI, and WSPP power contracts
 - Renewable, low carbon, carbon-free, inter-SC trades, resource adequacy, and financial hedging products
 - Energy and related product procurement processes, wholesale energy products and use of renewable energy certificates to support mandatory and voluntary compliance programs
 - Renewable energy and stand-alone storage project development including permitting, interconnection, and the CAISO's new resource implementation processes
- Legal or Paralegal experience

QUALIFICATIONS, EDUCATION AND EXPERIENCE

Minimum of five (5) years of professional experience, preferably in energy program administration or Any combination of education and experience that would provide the knowledge, skills, and abilities listed. A typical way to obtain the required qualifications would be:

An associate or bachelor's degree **and** two years of progressive experience with an energy consultant, corporate energy team, renewable developer, electric utility, municipal utility, Community Choice Aggregation program, or in a closely related field with demonstrated interest to transition to an energy career.

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 25 pounds. Occasional local travel required and reliable transportation to be able to attend Community Power events, meetings, and workshops as needed is expected.

At Community Power we work in the communities we serve and in the office. Community Power works to ensure a safe and healthy workplace for employees and in our communities. SDCP requires employees to be fully vaccinated for COVID-19.

Community Power 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 Community Power as needed.

Compensation:

Salary Range: The position salary range is: \$96,000 - \$118,200; with exact compensation to be determined by Community Power, depending upon experience.

Benefits: Standard benefits package including but not limited to:

Insurance: Community Power offers group health benefits, including medical, vision, and dental insurance, for eligible FT employees. Community Power 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 Community Power.

Retirement: Community Power 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)

COMMUNITY POWER IS AN EQUAL EMPLOYMENT OPPORTUNITY (EEO) AND AMERICAN
DISABILITES ACT (ADA) EMPLOYER