



## OPEN POSITION ANNOUNCEMENT!

### Senior Program Associate

Open until filled. Posted 12/17/2024

*San Diego County – hybrid work schedule set by SDCP*



**About the role:** The Senior Program Associate supports the implementation of a range of customer energy programs and/or grant programs. This role assumes responsibility for more than one aspect of program development and delivery and contributes to several other aspects including objective setting, budget development/management, team management, program marketing/enrollment, regulatory reporting (if necessary) and stakeholder engagement. Programs are expected to target various market sectors including but not limited to residential, commercial, industrial, and municipal. The Senior Program Associate collaborates with the Community Advisory Committee (CAC), member agencies, industry, and various other stakeholder groups. This role coordinates the activities of consultants and manages internal project teams.

#### 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](http://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

- With support from senior staff, lead the coordination, management, and implementation of customer-

facing programs by working closely with Community Power staff, the CAC, consultants, stakeholders, and other partner agencies.

- With support from senior staff, lead all aspects of project planning and scoping including budgeting, procurement, staffing, scheduling, and metrics development.
- With support from senior staff, develop and conduct requests for proposals; negotiate, implement, and manage contracts.
- Coordinate independently with industry, consultants, customers and other stakeholders involved in program implementation.
- Lead all aspects of program-related community outreach and education initiatives including making presentations to community groups and coordinating event logistics. Attend community events 2 to 3 times per month and thus requires travel to locations within Community Power's member jurisdictions.
- Assist in broad variety of program-related data collection, organization and analysis and issue report progress reports on a regular basis.
- Monitor program progress in assigned program area(s) relative to goals and make recommendations for improved program delivery.
- Field calls from the public to answer program-specific questions and / or refer to the appropriate staff.
- Research potential funding opportunities and critically evaluate applicability, feasibility, and requirements.
- Lead the drafting of staff reports and presentations for Board and Committee meetings.
- Performs other related duties and responsibilities as required

## MINIMUM KNOWLEDGE, SKILLS AND ABILITIES

- Experience supporting the implementation of programs in one of the following areas: energy efficiency, building decarbonization, demand response, transportation electrification and demand management.
- Strong commitment to sustainability, community energy, and mission driven work.
- Demonstrated commitment to diversity, equity, and inclusion within the organization and in our communities to build program accessibility and participation, including Community Power's Communities of Concern.
- Knowledge and understanding of the fundamentals of environmental justice and equity principals.
- Knowledge and understanding of general decarbonization strategies and associated programs to reach decarbonization goals.
- Knowledge and basic understanding of the CCA business model.
- Establish effective and cooperative working relationships with customers, local businesses, community groups, interested stakeholders, officials of municipalities, agencies, special districts, and other related agencies.
- Positive, collaborative, supportive team member excited to work with diverse teams and communities.
- Work independently, strong organizational skills and demonstrated goal setting and self-management to support multiple assignments concurrently.
- Monitor, review, analyze and interpret programmatic decisions, filings and other reports from applicable regulatory bodies.
- Strong work ethic and comfortable taking responsibility, initiative, and working in a fast paced, start-up environment.
- Strong communicator who can write and present compellingly and clearly.
- Ability to take and provide critical feedback in constructive ways.
- Strong critical thinking skills including a high tolerance for uncertainty and the ability to identify issues and propose solutions.
- Ability to act with integrity, professionalism, and confidentiality.
- Ability to comprehend and adhere to Community Power personnel policies.
- High proficiency with Microsoft Office Suite, Word, Excel and PowerPoint and ability to use virtual meeting applications.

- Experience working with office procedures and practices including correspondence etiquette, and operating office equipment, technology, and programs.
- Ability to travel to meetings and community events to meet with residents and stakeholders. Must have access to reliable transportation, and if driving an automobile, a good driving record. Community Power reimburses mileage expense at the IRS mileage rate.

## PREFERRED EXPERIENCE AND ABILITIES

- 2-3 years of experience supporting the implementation of programs in one of the following areas: energy efficiency, building decarbonization, transportation electrification, demand response, demand management.
- 2-3 years of experience at a community choice aggregator, investor owned utility, public utility or public other agency.
- Experience supporting the implementation of programs funded by California state agencies (e.g., California Public Utilities Commission, California Energy Commission, California Air Resources Board).
- Ability to strongly represent the organization in various professional engagement settings from local to national convenings (conferences, workshops, executive meetings, etc.).
- Proficient in verbal communication in multiple languages, Spanish and English preferred.

## QUALIFICATIONS, EDUCATION AND EXPERIENCE

Minimum of five (5) years of professional experience, preferably in energy program administration or implementation. An Associate or bachelor's degree or higher from an accredited college or university; two (2) additional years of professional experience may be used in place of a degree and an advanced degree in a related field may take the place of one (1) year of required professional experience.

## 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 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: \$98,100 - \$132,500; 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](http://SDCommunityPower.org/about/career-opportunities)

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