



## OPEN POSITION ANNOUNCEMENT!

### Community Engagement Coordinator

Open until filled. Posted 04/03/2025

*San Diego County – hybrid work schedule set by Community Power*

**About the role:** The Community Engagement Coordinator will work with community stakeholders to help strengthen relationships and inform the public about San Diego Community Power's (Community Power) operations and programs. This role involves identifying, coordinating and participating in outreach opportunities to inform the general public and community-based organizations about the services and programs Community Power has to offer.

The Community Engagement Coordinator will use independent judgement to plan and implement of strategic outreach activities with key stakeholders via community events, professional networking, workshops, presentations, and other educational activation strategies. This position reports to the Senior Engagement Manager. This is an outreach role and works in the field with travel up to 50% of the time throughout the San Diego Region. A personal vehicle is required, and mileage will be reimbursed.

#### 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](https://SDCommunityPower.org).

#### COMMITMENT TO DIVERSITY

At Community Power, 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

- Identify, select, plan and implement community outreach efforts to enhance Community Power awareness and promote customer programs.
- Serve as the lead contact while tabling, represent the agency at community meetings, participate in public forums, conduct educational presentations and/or assume other public speaking roles, as needed
- Develop and maintain a thorough working knowledge of member agencies served by Community Power, conducting research to identify influential and well-attended organizations and events to create an outreach calendar and build support around Community Power strategies, programs and projects
- Represent Community Power at various public events and clearly articulate its vision for cleaner power at competitive rates, local control, and customer programs
- Establish and maintain relationships with community groups and community-based organizations to meet Community Power strategic goals
- Develop and implement a capacity-building plan, which includes recruiting, scheduling and training staff, volunteers and contractors to effectively carry out community outreach efforts
- Work in close alignment with pertinent staff to understand and address needs of existing and upcoming customer offerings; create educational and tabling activation and other relevant marketing materials
- Oversee and assess data on event attendance and the effectiveness of outreach efforts, leading the creation of regular outreach activities reports and recommendations to the Sr. Community Engagement Manager and other senior leadership
- Oversee strategic purchasing, inventory maintenance and budget of promotional and outreach materials while leading procurement efforts
- Crafting and developing educational materials for diverse audiences, including youth
- Other duties as assigned

## MINIMUM KNOWLEDGE, SKILLS AND ABILITIES

- Ability to communicate clearly, professionally, concisely and persuasively, verbally and in writing
- Ability to provide strong and prompt customer service
- Excellent scheduling and time management skills, ability to effectively work independently or in teams on multiple tasks or projects
- Attention to detail
- Ability to communicate and collaborate effectively both internally and externally with a variety of individuals representing diverse cultures, backgrounds, and languages
- Tact, diplomacy and discretion in dealing with sensitive and complex issues
- Strong passion for supporting communities of concern
- Excellent organizational and meeting facilitation skills, including the ability to effectively present information to a wide variety of audiences
- 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. Community Power to reimburse 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

## PREFERRED KNOWLEDGE, SKILLS AND ABILITIES

- 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

## QUALIFICATIONS, EDUCATION AND EXPERIENCE

Any combination of education and experience would provide the knowledge and abilities listed. A typical way to obtain the required qualifications would be:

Bachelor's degree or higher from an accredited college or university; 2+ years of experience in a professional setting, such as an accredited college, university, or institution, a nonprofit, business or public sector agency; or a combination of education and relevant 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. 50% local travel required and reliable transportation to be able to attend Community Power events, meetings, and workshops 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: \$73,900 - \$96,000; 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  
DISABILITIES ACT (ADA) EMPLOYER